

Self-study Report (SSR) of Triton International College



Submitted to:
University Grants Commission
Sanothimi, Bhaktapur

2024

Submitted by:
Triton International College
Seti Opi Marga, Jhulunge Pool,
Koteshwor-32, Kathmandu Nepal

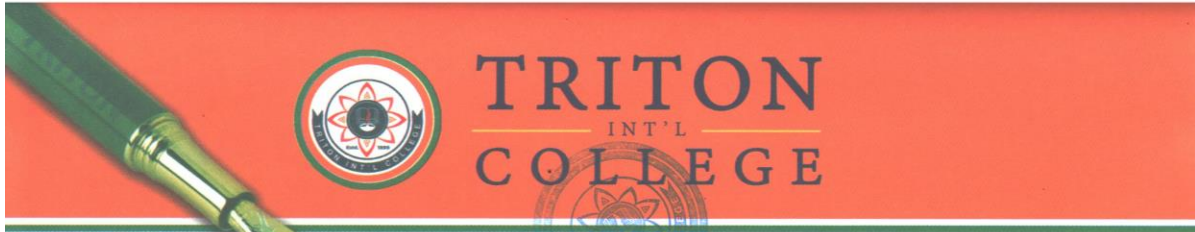
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Ref. 117/081/082

Date: 2024/09/24

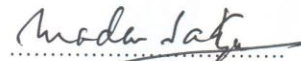
To,
The Chairperson
University Grants Commission
Sanothimi, Bhaktapur

Sub: Submission of the Self-study Report (SSR)

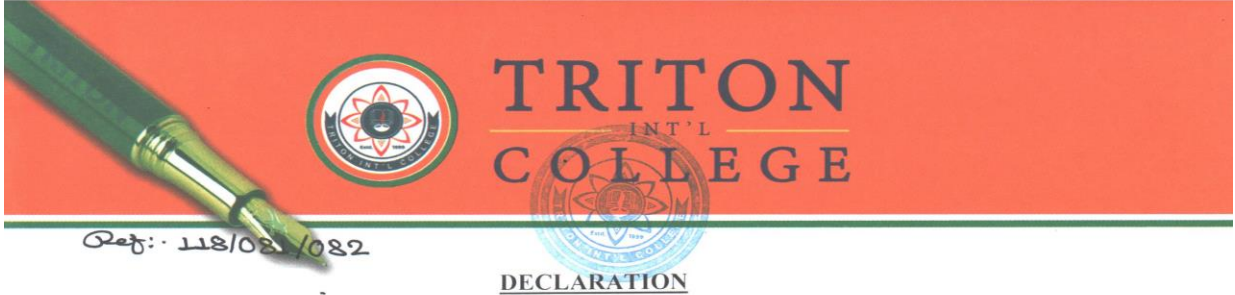
We are delighted to submit the Self Study Report (SSR) of Triton International College to the University Grants Commission of Nepal. Introducing the Self-Study Report (SSR) presents a unique and valuable opportunity for our college to enhance its overall quality and performance. Through engaging in these activities, we aim to foster a culture of continuous improvement and excellence that will undoubtedly benefit our institution in the long term.

We are deeply grateful to the University Grants Commission for its valuable constructive feedback. The constructive feedback and valuable input that we receive from the University Grants Commission enable us to enhance our performance, make necessary improvements, and foster our continuous development.

We eagerly anticipate receiving further formative feedback from the University Grants Commission, knowing it will be immeasurably beneficial in shaping our future actions.


.....
Assoc. Prof. Madan Sakya
Principal
Triton International College

DECLARATION



The self-study report was prepared, considering the distinctive environment and characteristics of Triton International College. It required the dedicated effort of our team, which devoted over a year to systematically compiling and refining the report to reflect the institution's spirit. We have made efforts to integrate the specific requirements outlined by the university grants commission, ensuring our compliance with the guidelines and standards.

Primarily, we have used primary data from the college, which reflects the uniqueness of Triton International College. As far as possible, we have used updated data and information to support our claims.

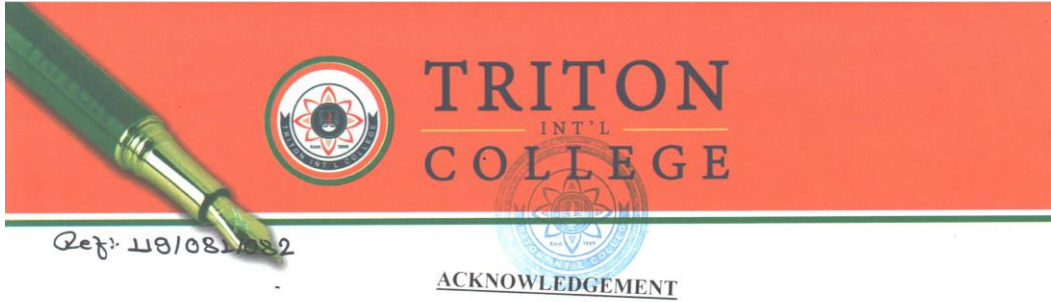


Assoc. Prof. Madan Sakya

Principal

Triton International College

ACKNOWLEDGEMENT



Ref: 118/081/082

ACKNOWLEDGEMENT

We are grateful for pioneering efforts in promoting the Quality Assurance and Accreditation (QAA) concept at Tribhuvan University (TU). Your innovative leadership and unrelenting commitment to academic achievement have not only established a high bar for excellent education but also inspired revolutionary projects in a variety of fields, including management and humanities. Your commitment to building a culture of continuous improvement has helped shape the future direction of our institution.

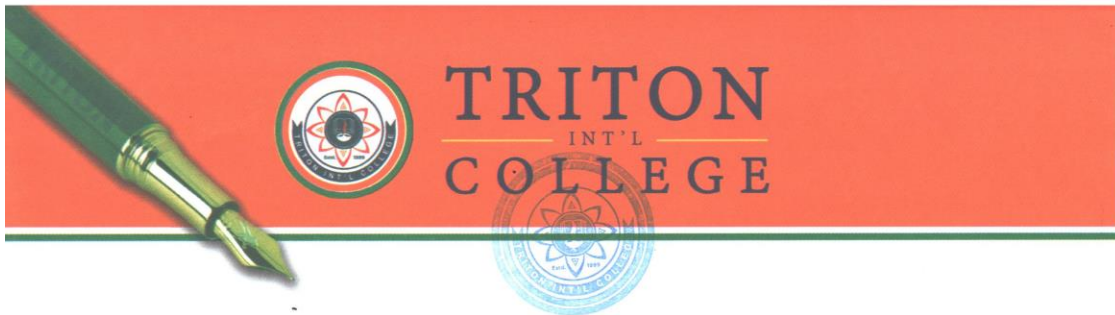
We express our heartfelt gratitude to Associated Professor Madan Sakya, our esteemed College Principal, for his tremendous guidance, critical comments, and unflinching oversight throughout the report production process. His hard efforts and commitment to acquiring QAA accreditation have inspired us to stay committed to the project despite its hurdles. Under his direction, we were able to negotiate challenges and strive for excellence.

We also want to express our heartfelt gratitude to the Vice-Chancellor and official personality of the TU, as well as the deans and other university officials, for their constant encouragement and support. Their advice and mentorship have been important as we strive to maintain the highest levels of academic quality and excellence. The organizers of numerous programs and committees deserve special commendation for their persistent efforts and great attention to detail when drafting particular reports. Their devotion and commitment have been critical to assuring the success of this project.

Furthermore, we appreciate the essential efforts of faculty members, department heads, and staff from many school sections for their continuous support and collaboration. Their diligent work and commitment to excellence have helped shape this report and advance our shared purpose of providing outstanding education.


Subidhnagar, Ktm
[Tel]: +977-01-5104450, 5104529

[Email]: info@triton.edu.np
[Web]: www.triton.edu.np



Finally, we would like to thank all authorities from the QAA section of UGC-Nepal for their unwavering support and collaboration throughout this process. Their knowledge and advice have been crucial in negotiating the complexities of QAA certification and assuring the success of this project.

With warm regards,


Aarzu Behari, Coordinator
SSR Report Preparation Team

SELF-STUDY REPORT WRITE-UP TEAM

The diligent team members have dedicated countless hours to preparing and thoroughly revising the comprehensive self-study report to ensure its accuracy and effectiveness.

Assoc. Prof. Madan Sakya- Principal

Hritu Neupane, CEO

Kumar Thapa, Program Head

Arju Bedari, Coordinator, SSR Write-up Team

Aryan Pakharin, Administrative Staff

ABBREVIATIONS/ACRONYMS

AI	Artificial intelligence
AIDS	Acquired immunodeficiency syndrome
BA	Bachelor of Arts
BBA	Bachelor of Business Administration
BBS	Bachelor of Business Studies
BCA	Bachelor of Computer Applications
BSW	Bachelor of Social Work
CCTV	Closed-circuit Television
CEO	Chief Executive Officer
CMAT	Central Management Admission Test
CMIS	College Management Information System
CV	Curriculum-Vitae
DVD	Digital Video Disc
E-Library	Electronic Library
EDJ	Educationally Disadvantaged Dalit and Janjati
EMIS	Educational Management Information System
HoD	Head of Department
HRRC	Human Resource Recruitment Committee
IQAC	Internal Quality Assurance Committee
IT	Information Technology
MBS	Master of Business Studies
MoU	Memorandum of Understanding
MPhil	Master of Philosophy
NGOs	Non-Governmental Organizations
PG	Post-graduation
PhD	Doctor of Philosophy
PIC	Public Information Committee
PPT	PowerPoint Presentation
QAA	Quality Assurance and Accreditation
RMC	Research Management Committee
SAARC	South Asian Association for Regional Cooperation
SQC	Student Quality Circle

SSR	Self-study Report
TIC	Triton International College
ToR	Terms of Reference
TU	Tribhuvan University
UG	Under Graduate
UGC	University Grants Commission
UNESCO	United Nations Educational, Scientific and Cultural Organization
UNO	United Nations Organisation

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EXECUTIVE SUMMARY

Triton International College, a renowned Nepali academic institution, is known for its exceptional education standards and commitment to holistic development. Founded by a dedicated team, the college offers high-quality learning opportunities and is a top choice for those seeking a well-rounded educational experience. It is affiliated with Tribhuvan University and offers various programs, including Master of Business Studies, Bachelor of Business Studies, Bachelor of Computer Applications, and Bachelor of Social Work, following Tribhuvan University's curriculum.

The TIC vision is to become Nepal's top institution, focusing on academic excellence, facilities, and student experience to create a nurturing environment for student empowerment. The TIC has implemented comprehensive policies and guidelines to ensure quality assurance and foster continuous growth. These policies guide various aspects such as human resource management, academic program development, student support services enhancement, research facilitation, and infrastructure development planning.

The college has invested in upgrading its IT infrastructure, offering extensive teacher training, and implementing innovative teaching methods to enhance teaching and learning. Departments and teachers are working on developing a teaching plan to improve overall teaching and learning in the classroom.

A committee manages research and extension activities at the college, with a substantial budget allocated for advancement. The college promotes academic research among faculty and students, encouraging publication in various journals. Under the guidance of dedicated teachers, the college has successfully published its journal.

The college has a counselling unit, scholarship systems, a well-managed cafeteria, and an e-library. It caters to diverse student needs and offers a variety of meals. The college also has an e-library, providing unlimited access to resources seven days a week for academic needs.

The college has implemented an EMIS, providing unique login IDs for students, teachers, and staff, and has made significant financial investments to improve its IT infrastructure and facilities, fostering a technologically friendly environment.

The college is dedicated to fostering connections with national and international organizations to facilitate collaborative research, improve student job placement services, and enhance the teaching-learning environment.

The college invested in improving its public information dissemination by investing in financial resources and manpower, and actively publishing various publications to educate and inform stakeholders like students, faculty, staff, and the local community.

PART ONE

DATA COLLECTION FORMAT FOR INSTITUTIONAL SELF-STUDY REPORT

SECTION A: INFORMATION FOR INSTITUTIONAL PROFILE

1. Institutional Information

Name of the Institution	Triton International College
Province	3
District	Kathmandu
Metropolitan City/Sub-Metropolitan City/ Municipality/Rural Municipality	Metropolitan City
Ward No.	32
Street (Tole)	Seti op marga
Post Box No.	-

2. Information for Communication

a. Office

Name of the Officials	Telephone with Extension No.	Fax No.	E-mail
Madan Shakya, Executive Head of the Institution	9851053050	-	madan@triton.edu.np
Kumar Thapa, Executive Assistant of the Institution	9801147220	-	kumar@triton.edu.np
Tarun Pratap Shah, Chairperson of the Management Committee	9801211111	-	tarun@triton.edu.np

b. Residence

Name of the Officials	Telephone with Extension No.	Fax No.	E-mail
Madan Shakya, Executive Head of the Institution	9851053050		madan@triton.edu.np
Kumar Thapa, Executive Assistant of the Institution	9801147220		kumar@triton.edu.np
Tarun Pratap Shah, Chairperson of the Management Committee	9801211111		tarun@triton.edu.np

3. Type of Institution

- Constituent
- Affiliated
- Degree Awarding Autonomous Institution

Triton International College in Nepal has a prestigious affiliation with the prominent Tribhuvan University, known for its pioneering contributions to the field of education in Nepal.

For details;

[Volume 1, Annex 1, BCA, BBS, BSW and MBS affiliation document](#)

4. Institutional Management

- Public
- Community
- Private
- Other (please specify)

Triton International College, a prestigious private higher education institution, is duly registered by the Office of The Company Registrar, establishing its credibility and commitment to providing quality education to its students.

For details;

[Volume 1, Annex 2, Constitution of company](#)

[Volume 1, Annex 3a, Laws and bylaws of the Triton International College.](#)

5. Financial category of the institution

- Government Funded
- Self-financing
- Community
- Other (please specify)

For details;

[Volume 1, Annex 2, Constitution of company](#)

[Volume 1, Annex 3a, Laws and bylaws of the Triton International College.](#)

6. Dates Related to the Institution

- a) Date of establishment of the Institution: **24/01/2066**
- b) Date of commencement of the Bachelor or higher-level Program(s): **21/04/2062**
- c) Date of Government/UGC approval (only for Institution affiliated to foreign universities):

For details;

[Volume 1, Annex 1, BCA, BBS, BSW and MBS affiliation document](#)

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

Triton International College is an affiliated private college of Tribhuvan University (TU), Nepal. In 2062 BS Triton International College (TIC) attained affiliation of undergraduate programs.

For details;

[Volume 1, Annex 1, BCA, BBS, BSW and MBS affiliation document](#)

8. Is the institution autonomous in terms of

- Financing
- Administrative Management
- Academic Management
- None

Triton International College is autonomous in the field of financial management, administrative operations and academic management. However, TIC has to follow the existing curriculum of TU.

For details;

[Volume 1, Annex 2, Constitution of company](#)

[Volume 1, Annex 3a, Laws and bylaws of the Triton International College.](#)

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

Triton International College utilizes an area of 1526.20 square meters of leased land, along with a seven-story building, for a variety of purposes including conducting teaching activities, running educational programs, facilitating sports activities, as well as for research endeavours.

For details;

[Volume 1, Annex 3c, Land and House lease Contract](#)

10. Location of the Institution

- Urban
- Semi-urban
- Rural

Triton International College can be found at Seti Opi Marga (Julunge Pool), Koteshwor-32, Kathmandu, Nepal.

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 Programs
Bachelor's	3
Master's	1
Mphil	-
PhD	-
Any other (specify)	-
Total	4

For details;

[Volume 1, Annex 1, BCA, BBS, BSW and MBS affiliation document](#)

[Volume 1, Annex 4, Tribhuvan University is renewing the educational programs outlined in the letter.](#)

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

Faculty/Institute	Name of the Departments
Science and Technology	-
Humanities and Social Sciences	BSW & BCA
Management	BBS & MBS
Education	-
Law	-
Engineering	-
Medicine/Health Science	-
Agriculture	-
Forestry	-
Other Faculties	-

For details;

[Volume 1, Annex 1, BCA, BBS, BSW and MBS affiliation document](#)

[Volume 1, Annex 4, Tribhuvan University is renewing the educational programs outlined in the letter.](#)

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)
Bachelor of Business Studies (BBS)	4 years	+2 pass	More than 40 students
Bachelor in Humanities and Social Work (BSW)	4 years	+2 pass	More than 40 students
Master in Business Studies (MBS)	2 years	+2 pass, CMAT	More than 40 students
Bachelor in Computer Application (BCA)	4 years	+2 pass, CMAT	40

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

Triton International College prioritized the development of a fair and efficient recruitment system for faculty and staff, ensuring an efficient process that promotes diversity and excellence in selecting qualified professionals for the TIC. The Human Resource Recruitment Committee is solely responsible for the fair and neutral selection of qualified faculty and staff.

Triton International College prioritized the development of a fair and efficient recruitment system for faculty and staff, ensuring an efficient process that promotes diversity and excellence in selecting qualified professionals for the TIC.

The Human Resource Recruitment Committee (HRRC) is solely responsible for the fair and neutral selection of qualified faculty and staff. The HRRC strictly follows the following procedure to select faculty and staff from applicants.

Vacancy announcement

Publication of vacancy announcements through Online sites (websites, Facebook, Merojobs etc.) and national newspapers asking potential candidates for submission of their curriculum vitae (CV) and academic qualifications.

Screening and pre-selection

Resume screening has been done based on their submitted CV. Primarily, a resume screening has been done based on the applicant's experiences and academic qualifications.

Interview

The third step in the candidate selection procedure is the interview with candidates, The purpose of the interview is to assess teaching skills, research competency, attitude, personality, and speaking (both English and Nepali).

Demo Class

During the fourth stage of the assessment process, a demo teaching class was carried out to evaluate the candidates' teaching abilities and instructional delivery techniques.

Job offer & contract

Once the evaluation process is completed by HRRC. The offer is then sent to the successful candidate. TIC send an offer letter outlining the summary of the job description, remuneration, benefits and terms and conditions.

For details;

[Volume 1, Annex 2, Constitution of company](#)

[Volume 1, Annex 3a, Laws and bylaws of the Triton International College.](#)

[Volume 1, Annex 5, Composition of Human Resource Recruitment Committee and its minutes.](#)

[Volume 1, Annex 7, The vacancy announcement was published on social media platforms as well as in national newspapers.](#)

[Volume 1, Annex 8, Demo class evaluation checklist.](#)

[Volume 1, Annex 9, Appointment letter and job description of recently appointed faculty.](#)

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	0	0	0	0
Teaching Assistant/Instructors	0	2	16	0	18
Full Time Teachers (Total)	0	2	16	0	18
Professor	0	0	0	0	0
Associate Professor/Reader	0	0	0	0	0
Assistant Professor/Lecturer	0	0	0	0	0
Teaching Assistant/Instructors	1	0	7	0	8
Part Time Teachers (Total)	1	0	7	0	8
Total	1	2	23	0	26

For details;

[Volume 1, Annex 10, Administrative documents of faculty members.](#)

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

Name of the Programs/Courses	For Full Timers	For Part Timers	Total
BBS	48 hours	12 hours	60 hours
BCA	48 hours	12 hours	60 hours
BSW	48 hours	12 hours	60 hours
MBS	48 hours	12 hours	60 hours

For details;

[Volume 1, Annex 11, Academic routine](#)

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	10	8	0	18
Technical Staff	3	0	0	3
Total	13	8	0	21

For details;

[Volume 1, Annex 12, Administrative documents of non-teaching staff](#)

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

No of Students Enrolled	UG		PG		MPhil		PhD		Total
	F	T	F	T	F	T	F	T	
From the same district where the institution is located	9	14	2	3	0	0	0	0	28
From other districts	30	129	4	8	0	0	0	0	171
From SAARC countries	0	0	0	0	0	0	0	0	0
From other countries	0	0	0	0	0	0	0	0	0

Note: F= Female and T= Total

For details;

[Volume 1, Annex 13, Program-wise student enrollment data of 2080/2081 Fiscal Year](#)

19. Details of the last two batches of students

Particulars	Batch 1: Year 2078/79			Batch 2: Year 2079/80		
	UG	PG	Others	UG	PG	Others
Admitted to the program	124	13	0	98	21	0
Drop-outs (within 4 month of joining)	6	0	0	5	0	0
Drop-outs (afterwards)	25	6	0	18	1	0
Appeared for the final year/semester examinations	57	7	0	59	*	0
Passed in the final examinations	38	5	0	26	*	0
Pass % of number appeared (Total)	66.66 %	71.42%	0	44.06%	*	0
Pass % with distinctions or Equiv.	13.15 %	0%	0	23.07%	*	0

Pass % with (First class or Equiv.)	34.21	40%	0	42.30%	*	0
Pass % with (Second class or Equiv.)	42.10	60%	0	26.92%	*	0
Pass % with (Third class or Equiv.)	10.52	0%	0	7.67%	*	0

Note: For other types of evaluation system such as GPA, provide respective grades and brief explanation about their ranges in percentage. *Not reached

For details;

[Volume 1, Annex 14, Student statics and result analysis- drop out, examination appeared and pass status.](#)

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

Annual income (2079/80): **NRS. 5,27,40,360**

Annual expenditure (2079/080): **NRS. 5,32,25,436**

For details;

[Volume 1, Annex 15, Annual budget 2080/81](#)

[Volume 1, Annex 16, Audit report 2079/80](#)

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.

$$\text{Unit cost} = \frac{\text{Total annual expenditure budget}}{\text{Number of students enrolled}}$$

Unit Cost = Rs. 4,19,097.9212598425

$$\text{Unit cost} = \frac{\text{Total annual expenditure budget excluding salary}}{\text{Number of students enrolled}}$$

Unit cost excluding salary = Rs. 3,15,773.07086614176

For details;

[Volume 1, Annex 15, Annual budget 2080/81](#)

[Volume 1, Annex 16, Audit report 2079/80](#)

22. What is the temporal plan of academic work in the Institution?

- Semester System
- Annual System
- Any other (specify)

SN	Program	Curriculum System	Tenure
1	MBS	Year	Two years post-graduate level program
2	BA	Year	Four years undergraduate level program
3	BCA	Semester	Undergraduate-level program- Eight Semesters

4	BBS	Year	Four years undergraduate level program
---	-----	------	--

For details;

[Volume 1, Annex 17, Academic calendar of all programs](#)

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) Footstall and basketball court

For details;

[Volume 1, Annex 18, Photographs of the library, computer lab, health unit, playground, seminar hall, canteen, common room, changing room indicating the place.](#)

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;

[Volume 1, Annex 19, Composition of the College Management Committee and its minutes](#)

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

Particulars	Year I	Year II	Year III
Working days of the institution	294	294	294
Teaching days set by the university	294	294	294
Teaching days per semester/year	132	132	132
Teaching days per year	264	264	264
Working days of the library	264	264	264
Books in the library	9650	8570	7910
<u>Journals/Periodicals subscribed by the library</u> National: International:	National:15 Int'l: 8	National:12 Int'l: 5	National:8 Int'l: 2
Computers in the institution	63	60	50
Research projects completed	13	12	10
Teachers who have received national recognition for teaching/research/consultancy	0	0	0
Teachers who have received international recognition for teaching/research/consultancy	0	0	0
Teachers who have attended international	0	0	0

seminars			
Teachers who were resource persons at national seminars/workshops	0	0	0
No. of hours of instruction against the plan (per year or per semester)	25 hours	18 hours	20 hours

Note: Please attach the annual calendar of operations of the institution

For details;

[Volume 1, Annex 17, Academic calendar of all programs](#)

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

SN	Name of the Project	Principle Researcher	Funding Agency	Funds (Rs.)
1	The Spectrum: A Peer-Reviewed Interdisciplinary Journal	Faculty members and other researchers	Institution itself	Rs. 4,00,000/-
2	A week-long workshop on Research Writing	Dr. David Basyal and Dr. Bal Ram Chapagain	Institution itself	Rs. 1,00,000/-
3	Research and Development Unit	BSW Students	Institution itself	Rs. 3,00,000/-
4	Abstract Writing	BBS, BSW & BCA students	Institution itself	Rs. 1,00,000/-

For details;

[Volume 1, Annex 20, List of ongoing research projects.](#)

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.

28. Does the management run other educational institutions besides the institution?

- Yes
- No

If yes, give details.

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	Rs. 2,88,12,000
Any others (specify)	-

For details;

[Volume 1, Annex 15, Annual budget 2080/81](#)

[Volume 1, Annex 16, Audit report 2079/80](#)

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 written?

Yes No If yes, mention and attach the document.

The college expert team has logically formed the five-years strategic Plan, incorporating essential components such as vision, mission, goal, and objectives. These foundational elements have been precisely outlined to provide a clear direction for the institution's future growth and success. The comprehensive strategic plan serves as a roadmap to guide the college towards achieving its long-term aspirations, ensuring strategic alignment and organizational effectiveness.

For details;

[Volume 2, Annex 1, Five Years Strategic plan of Triton International College, pp. 18-22](#)

[Volume 2, Annex 2, Strategic plan approval decision of College Management Committee](#)

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.

The plan of action, a fundamental element within the strategic plan, plays a pivotal role in outlining key steps and objectives. Specifically, the comprehensive five-year plan of action has been strategically integrated into the broader strategic framework, serving as a blueprint for achieving long-term goals and ensuring organizational success.

The Internal Quality Assurance Committee (IQAC), Extension and Soft Skill Committee, and Research Committee (RMC) have collaborated to precisely prepare an annual plan of action. This comprehensive plan guides the organizations in executing a variety of engaging activities that align with their shared goals, ensuring systematic and efficient implementation throughout the year.

For details;

[Volume 2, Annex 1, Five Years Strategic plan of TIC, pp. 23-31](#)

[Volume 2, Annex 3, Annual action plan of IQAC, RMC and Soft skill](#)

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.

Triton International College, recognized for its status as a private affiliated institution, recently underwent a thorough organizational review and restructuring by a team of experts dedicated to meeting the particular requirements of a private college setting. The revisions made to the comprehensive organizational structure were designed to enhance operational efficiency and better serve the needs of the college community, aligning with the mission and values of the institution.

For details;

[Volume 2, Annex 4, Organizational structure of Triton International College](#)

[Volume 2, Annex 5, Organizational structure approval decision of College Management Committee](#)

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

Yes No Justify with supporting documents.

The college's governing authority took the proactive step of formulating and enforcing the Internal Quality Assurance Directive, with the latest amendment made in 2023. This initiative led to the establishment of the International Quality Assurance Committee (IQAC), tasked with overseeing the implementation of quality standards within the educational framework. The primary objective of the IQAC is to cultivate a culture of excellence and continually elevate the standards of education offered within the institution, reflecting a strong commitment to enhancing educational quality and ensuring a conducive learning environment for all stakeholders involved.

For details;

[Volume 2, Annex 6, Internal quality assurance directive \(amended in 2023\), pp. 2-4](#)

[Volume 2, Annex 7, Internal quality assurance directive \(amended in 2023\) endorsement decision of College Management Committee](#)

[Volume 2, Annex 8, IQAC formation decision made by the College management committee](#)

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.

The specific job responsibilities of the various departments within the institution, such as the Academic departments, library, examination section, and student support unit, have all been meticulously detailed and accurately outlined within the Internal quality assurance directive. This document serves as a comprehensive guide that outlines the tasks and duties assigned to each department, ensuring that roles and expectations are clearly defined and understood.

The principal has thoughtfully assigned each staff member their unique job responsibilities, ensuring that every faculty and staff member has a clear understanding of their roles and duties within the organization.

For details;

[Volume 2, Annex 6, Internal quality assurance directive \(amended in 2023\), pp. 26-29](#)

[Volume 2, Annex 10, Specific job responsibilities of Principal and Coordinators](#)

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

The administration at Triton International Campus has implemented an annual performance appraisal system. This system is facilitated by the Institutional Quality Assurance Committee (IQAC) which has designed a comprehensive performance appraisal checklist. The effectiveness of this checklist is evident in how it guides the evaluation process for every faculty and staff member. The performance appraisal process spans four key levels: self-evaluation, assessment by students, peer evaluation, and review by immediate supervisors. Each of these stages plays a crucial role in providing a well-rounded overview of an individual's performance, fostering transparency, accountability, and continuous improvement within the institution.

For details;

[Volume 2, Annex 11, Decision of College Management Committee for implementation of performance appraisal](#)

Volume 2, Annex 12, Performance appraisal form of the faculty (self, peer, students and principal)

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

Yes No If yes, give details.

The working and executive committee has been methodologically structured to include active participation from faculty members, staff, educational leaders, and students. This inclusivity ensures that diverse perspectives and expertise guide decision-making processes. As a result, the participatory working/executive committee fosters a collaborative environment that emphasizes teamwork and the optimal sharing of information to enhance efficiency and productivity.

For details;

Volume 2, Annex 3, Annual action plan of IQAC, RMC and Soft skill

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

Yes No If yes, give details.

Currently, the college does not offer self-sustaining courses, however, TIC planning to design a curriculum and offer self-sustaining courses for students.

9. Are there any formal provisions under which the institution brings “stakeholders or community feed backs and orientation” in its activities?

Yes No If yes, give details.

By diligently adhering to the college's Internal Quality Assurance directive, the Internal Quality Assurance Committee (IQAC) consistently gathers and by following the research methods analyzes feedback from faculty members, staff, and students on an annual basis.

Subsequently, the IQAC compiles a comprehensive analytical report based on the stakeholders' valuable feedback, which is then submitted to various key stakeholders within the college community. These stakeholders include the governing body of the college, the principal, academic coordinators, Heads of Departments, and other relevant authorities who play crucial roles in ensuring the ongoing enhancement of academic quality and institutional effectiveness.

For details;

Volume 2, Annex 6, Internal quality assurance directive (amended in 2023), pp. 3

Volume 2, Annex 13, Decision of IQAC to collect and analyse stakeholder feedback

Volume 2, Annex 14, Analytical report of collected stakeholder feedback

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?

Until this point in time, the TIC has not hired external consultants, both individuals and organizations, to assist in enhancing its overall organizational structure and management practices.

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

Yes No If yes, give details.

The directive on internal quality assurance, which was amended in 2023, now requires the

inclusion of a Student Quality Circle (SQC) representative within the Internal Quality Assurance Committee (IQAC). The role of the SQC representative within the IQAC is to actively contribute to the enhancement of educational quality by providing valuable student perspectives and insights.

Concurrently, the Student Quality Circle (SQC) has been effectively established with a strong commitment to facilitating the capacity development of students. Through various initiatives, the SQC aims to support and enhance the overall quality of education by engaging students in meaningful activities that promote learning, innovation, and collaboration among peers.

Composition of IQAC;

- a) Coordinator: From among senior Faculty or Department Heads
- b) Member: Officials of the College Executive Committee (One Person-Nominated by Chairperson)
- c) Member: Representative of Student Quality Circle (One person)
- d) Member: Coordinator, EMIS Unit
- e) Member: Staff representative (One person)
- f) Member: Faculty member or Head of Department (One person)
- g) Secretary: Faculty Member or Staff

For details;

[Volume 2, Annex 6, Internal quality assurance directive \(amended in 2023\), pp. 5 & 8-9](#)

[Volume 2, Annex 15, Composition of IQAC](#)

[Volume 2, Annex 16, Composition of SQC.](#)

12. Has there been an academic audit? Justify it.

by the university

by the Institution

Please attach the copies

The internal quality assurance directive, which was amended in 2023, explicitly states that the responsibility of conducting internal academic audits lies with the Institutional Quality Assurance Committee (IQAC). Consequently, the IQAC comprehensively developed a detailed checklist essential for executing the academic audit process. This comprehensive checklist serves as a guiding tool for the IQAC to effectively carry out the annual academic audits, ensuring adherence to the quality standards outlined in the directive.

For details;

[Volume 2, Annex 6, Internal quality assurance directive \(amended in 2023\), pp. 5](#)

[Volume 2, Annex 17, Decision of IQAC to carry out Internal Academic Audit](#)

[Volume 2, Annex 18, Internal Academic Audit Report](#)

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

Yes No If yes, give details

The subject committee, which is a specialized group comprising experienced educators and experts in various academic disciplines, has been established with the primary goal of overseeing and improving the management of the curriculum. This committee plays a crucial role in enhancing the effectiveness of the teaching-learning pedagogy by integrating both teaching and research activities, resulting in a dynamic and enriching educational experience. The members of the subject committee are entrusted with the responsibility of ensuring that the curriculum is aligned with the latest educational trends and standards, facilitating a

comprehensive and well-rounded academic environment that nurtures student growth and success. Their accountability in bridging the gap between theory and practice through innovative pedagogical approaches contributes significantly to the overall quality and relevance of the educational programs offered by the institution.

For details;

[Volume 2, Annex 6, Internal quality assurance directive \(amended in 2023\), pp. 17](#)

[Volume 2, Annex 19, Decision of College Management Committee for formation of Subject Committee](#)

14. Have you observed any positive outcomes of combination of teaching and research?

Yes No If yes, give details.

The subject committee is currently evaluating the positive results resulting from the combination of teaching and research, with a focus on uncovering the synergistic effects of this combined approach on academic advancements.

For details;

[Volume 2, Annex 20, Decision of Subject Committee to assess positive outcomes of the combination of teaching and research.](#)

[Volume 2, Annex 21, Finding of positive outcomes of the combination of teaching and research.](#)

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

The TIC established a board-range of departments, specialized units, committees, cells, and a volunteer student clubs. Each of these mechanism collaborates to plan and execute an extensive variety of engaging and impactful activities. The comprehensive list of activities includes:

- (1) Plantation and River Cleaning Campaign (In the Memory of Anusha Khatri BSW 1st Year Student)
- (2) Get to know our nature- sensitization porgam in human behaviour and its impacts on nature.
- (3) Use o fAI (Artificial Intelligence)
- (4) Apps Development
- (5) IT workshop
- (6) Web Based Training
- (7) Social Case Analysis and Report Writing
- (8) Seminar on Job Skill
- (9) Concept Mapping- Help to map ideas for project and assignments, map out connection between ideas
- (10) Mindfulness Session- improve focus and concentration,self-love,importace of excersise and yoga
- (11) Psycho Counselling- Emotional intelligence
- (12) Data Visualization Training
- (13) Ideation and Brainstroming- Identification of problems, Solution leading to Business, Importance of Brainstroming
- (14) Self Care and Self love- Yoga

For details;

[Volume 2, Annex 22, Academic records of innovative activities](#)

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? (0.5)

Yes No If yes, give details.

The strategic plan of Triton International College has specifically constructed the clear goals and specific objectives that the college purposes to attain. In contrast, the focus on teaching and learning practices at the college appears to be predominantly academic. Despite this, Triton International College is unwavering in its dedication to aligning the college's objectives with the teaching and learning processes. To ensure this arrangement, the TIC has delegated the Subject Committee with the responsibility of evaluating and analyzing the synergy between the college's objectives and the methods employed in the teaching-learning process. Through this delegation of tasks, Triton International College is actively working towards enhancing the consistency and effectiveness of its educational initiatives.

For details;

[Volume 2, Annex 6, Internal quality assurance directive \(amended in 2023\), pp. 17](#)

[Volume 3, Annex 1, Decision of Subject committee to carry out monitoring teaching learning](#)

17. Are programs flexible enough to offer students the following benefits? (0.5 x 3 = 1.5)

- a. Time frame matching student convenience
- b. Horizontal mobility
- c. Elective options

Triton International College, situated at Seti Opi Marg (Julunge Pool), Koteshwor-32 in Kathmandu, enjoys a strategic location that offers convenient access via various public transportation options. The college's operational hours start in the morning, catering to the needs of students who may have commitments to other endeavours during the day. This schedule ensures that students can balance their educational pursuits with professional activities effectively, making Triton International College a practical and accommodating choice for aspiring learners in Kathmandu.

The TIC maintains a close affiliation with Tribhuvan University, ensuring alignment with university policies regarding credit transfer and various academic matters. Thus, the college abides by and enforces policies specified by the university, demonstrating a commitment to upholding academic standards and ensuring a harmonious and ideal academic experience for students.

Triton International College recognizes the importance of providing diverse elective options for its students in accordance with affiliation norms. In response to students' demands, the college is actively exploring the inclusion of specialized subjects beyond the standard programs, aiming to enhance the academic experience and meet individual learning interests effectively.

For details;

[Volume 1, Annex 11, Academic routine](#)

[Volume 1, Annex 17, Academic calendar of all programs](#)

[Volume 3, Annex 2, List of elective option program wise](#)

18. Indicate the efforts to promote quality of education with provision of skills transfer among the students such as (0.5 x 5 = 2.5)

- a. **Capacity to learn**

In 2023, an internal quality assurance directive was introduced to enforce quality standards effectively. As a result, the Extension and Soft Skill Development Committee was formed to manage various soft skill development programs to benefit students. This committee adopts full responsibility for organizing and delivering a wide range of activities aimed at enhancing students' soft skills and overall development.

The committee diligently formulated and executed an extensive annual plan of action. Through following this plan, the committee effectively coordinated and conducted Capacity to Learn training sessions for students, focusing on enhancing their essential learning skills and fostering a conducive environment for academic growth.

For details;

[Volume 2, Annex 6, Internal quality assurance directive \(amended in 2023\), pp. 12-13](#)

[Volume 3, Annex 3, Extension and soft skill development committee formation decision of college management committee](#)

[Volume 3, Annex 4, Action plan of Extension and soft skill development committee](#)

[Volume 3, Annex 5, Capacity to learn training program activities records including photographs.](#)

b. Communication skills ☒

Verbal and non-verbal communication is an important skill for all students and graduates. Acknowledging the importance of this aspect, the Extension and Soft Skills Development Committee is organizing various training programs aimed at nurturing students' communication abilities. These initiatives are designed to empower students with the necessary skills to navigate the competitive landscape of today's professional world, ensuring their readiness to excel in various career opportunities through enhanced communication proficiency.

For details;

[Volume 3, Annex 6, communication skill training program activities records including photographs.](#)

c. Numerical skills ☒

To enhance the numerical skills of individual students, the Extension and soft skill development committee is organizing specialized training programs focusing on mathematical concepts and problem-solving techniques for students.

For details;

[Volume 3, Annex 7, Numerical skills training program activities records including photographs.](#)

d. Use of information technology ☒

The dedicated committee, which has been assigned the responsibility of organizing capacity development programs for students, intentions to maximize the effective utilization of information technology tools and resources available to enhance students' skills and knowledge in this digital age.

For details;

[Volume 3, Annex 8, Use of information technology training program activities records including photographs.](#)

e. Work as a part of a team and independently ☒

Please give evidence

The college frequently organises a capacity development program on team work and working independently targeting students to increase teamwork skills and confidence.

For details;

[Volume 3, Annex 9, Work as a part of a team and independently skill development program activities records including photographs.](#)

19. Are there any additional focused programs and electives offered by the institution? (1)

Yes No If yes, give details.

The TIC has organized board-range of skill development programs for the students to enhance their digital, business and social development skills and knowledge.

1. Digital marketing
2. Investment
3. Social work
4. Data Analyst Bootcamp
5. Ai bootcamp
6. Web Design Bootcamp

For details;

[Volume 3, Annex 10, Academic and administrative records of additional focused programs](#)

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)

The subject committee dedicated time to thoroughly evaluate the existing curriculum, providing valuable feedback to the Dean's Office of Management and Humanities, Tribhuvan University. This feedback was essential for initiating necessary amendments to enhance the defined curriculum effectively. The subject committee assessed the defined curriculum and corresponded feedback to the Dean Office of Social Science and Humanities and Management including Curriculum Development Centre, Tribhuvan University for further amendment of the defined curriculum.

For details;

[Volume 2, Annex 6, Internal quality assurance directive \(amended in 2023\), pp. 17](#)

[Volume 3, Annex 11, Curriculum process evaluation records](#)

[Volume 3, Annex 12, Recommendation Letter sent to Tribhuvan University for Curriculum review](#)

21. Is there any mechanism to obtain feedback from academic peers and employers? (1)

Yes No If yes, give details.

The Internal Quality Assurance Committee conducted collection of valuable feedback from academic peers and employers through the utilization of the educational management system. Subsequently, the gathered feedback was analyzed using methodological approaches to ensure accuracy and reliability before compiling concise reports. These detailed reports were then efficiently prepared and disseminated to all authorized personnel of Triton International College for further review and consideration.

For details;

[Volume 2, Annex 6, Internal quality assurance directive \(amended in 2023\), pp. 3](#)

[Volume 2, Annex 14, Analytical report of collected stakeholder feedback](#)

22. Give details of institution-industry-neighborhood networks if any? (1)

Triton International College took the proactive step of establishing a formal partnership with various industries and potential employers. This strategic move aims to foster collaborations

that lead to enhanced job placement prospects for students while also facilitating internship services. By partnering with industries and employers, Triton International College seeks to create valuable opportunities that bridge academia and the professional world for the benefit of its students.

List of partnership

- Fun play Learn

Currently, TIC has established a collaborative partnership with Fun Plan Learn, however, the TIC is in the process of increasing the collaborative partners in the field of higher education.

For details;

[Volume 3, Annex 13, MOU with industries and potential employers](#)

23. Does the institution inculcate civic responsibilities among the students? Give brief explanation in terms of activities (0.5)

Yes,

TIC has organized different programs related to civic responsibilities of good citizen by engaging students to raise awareness among students about their crucial civic duties and responsibilities within the community.

- (1) Internship or placement Program for the students in the civic sectors.
- (2) Blood Donation Program
- (3) Plantation and water Cleaning Program
- (4) Civic Focused events
- (5) Civic Education workshops or seminars
- (6) Community outreach Program by the institution
- (7) Agreement or MOU with Local organizations

For details;

[Volume 2, Annex 6, Internal quality assurance directive \(amended in 2023\), pp. 3](#)

[Volume 3, Annex 16, Academic and administrative records of a program organized by the college to inculcate civic responsibilities among the students.](#)

24. What are the efforts of the institution towards all-round personality development of the learners? Give brief explanation in terms of activities. (0.5)

Periodically, the delegated committee organises training sessions for students designed at enhancing their understanding of the complex process of personality development. During these sessions, the training facilitator thoroughly explains the various factors that contribute to shaping an individual's personality, theory of personality development, types of personality, thereby promoting comprehensive knowledge and growth in this area.

For details;

[Volume 3, Annex 14, All-round personality development program activities records including photographs.](#)

25. What are the practices of the institution to impart moral and ethical value-based education? Give examples of some practices (0.5)

The distinguished personality in the field of higher education has graciously extended an invitation to deliver a guest lecture. These informative guest lecture sessions have been properly organized with the purpose of sensitizing students of TIC, notion of ethical values, principles and importance of moral and ethical value-based education, thereby enriching their academic experience and shaping their future perceptions and actions.

For details;

[Volume 3, Annex 15, Records of guest lecture sessions on moral and ethical value-based education in Nepal.](#)

CRITERION 3: TEACHING LEARNING AND EVALUATION (15 MARKS)

26. Which of the following methods do you apply in admitting the new graduates? Select as many as apply. (1)

- through academic records
- through written entrance tests
- through group discussions
- through interviews
- through combination of above all

At Triton International College, follows to specified admission criteria for Bachelor of Arts (BA), Bachelor of Business Studies (BBS), and Bachelor of Computer Applications (BCA). TIC is strictly keeping the admission procedures recommended by Tribhuvan University.

Academic records

In the case of the BA and BBS, dedicated departments assess the academic records of prospective students and offer admission procedures.

Eligibility criteria

The dedicated staff review the GPA achieved in eleventh and twelfth classes, by following the specific eligibility requirements for admission into the BA, BBA, and BCA programs. Dedicated staff consider the various eligibility criteria of the chosen program. Based on the eligibility the staff suggested student to proceed with the admission process.

Entrance Test

In the case of BCA, the student has to pass the entrance test organized by Tribhuvan University.

Interview

Respective department heads and faculty conduct group or individual interviews with prospective students to assess their needs and aptitude for the design course. Group or individual interview sessions were organized with prospective students to enrol them in BA, BBS and BCA.

For details;

[Volume 1, Annex 17, Academic calendar of all programs](#)

[Volume 4, Annex 1, Admission notice and result notice](#)

[Volume 4, Annex 3, Final result of entrance test](#)

27. Is there any provision for assessing students' needs and aptitudes for a course? (0.5)

Yes No If yes, cite examples.

The subject committee collaborated with various departments to form a comprehensive needs and aptitude test checklist and tools. These wisely designed tools were then utilized by faculty members to conduct thorough needs and aptitude assessments not only during the enrollment phase but also continuously throughout the study duration, ensuring that students' requirements and capabilities were consistently evaluated and addressed.

For details;

[Volume 4, Annex 4, Records of student's needs and aptitude test](#)

28. Does the institution provide bridge/remedial courses to the academically weak and disadvantaged students? (0.5)

Yes No

If yes, cite examples (UGC or other supports received in this regard may be indicated).

After the publication of both external and internal results, the academic departments thoroughly analyse the academic performance of each student to identify strengths and areas needing improvement, ensuring a comprehensive understanding of student progress and facilitating targeted support measures where necessary.

Based on the comprehensive analysis of the results, the respective departments make a concerted effort to organise specialized remedial classes personalized to cater to the specific educational requirements of slow learners, ensuring that they receive the necessary support and guidance to enhance their learning outcomes effectively.

For details;

[Volume 4, Annex 5, Students's result analysis records](#)

[Volume 4, Annex 6, Notice for remedial class](#)

[Volume 4, Annex 7, Remedial class student attendance records](#)

29. Does the institution encourage the teachers to make a teaching-plan? (0.5)

Yes No If yes, gives details.

In collaboration with faculty members and department heads, IQAC extensively engaged with educational experts to develop the framework of the teaching plan. As a result of this particular preparation and implementation, all faculty members effectively delivered their respective teaching plans in the classroom setting, fostering a conducive learning environment for students.

Faculty members are using comprehensive teaching-plans, the components of teaching plans are; clearly defined objectives, diverse teaching-learning resources, specified outcomes, and engaging teaching-learning pedagogy.

For details;

[Volume 4, Annex 8, Decision of College Management Committee to implement teaching-plan](#)

[Volume 4, Annex 9, Sample teaching-plan prepared and used by the faculty](#)

30. Are syllabi in harmony with the academic/teaching calendar? (0.5)

Yes No

If yes, give details of implementation in terms of monitoring, coverage, correction, etc

The heads of departments are tasked with the responsibility of developing the academic calendar. As part of this duty, they designed academic calendars for both semesters and annually, taking into account the unique requirements of each program to ensure a well-structured and efficient academic schedule.

The subject committee diligently evaluated the academic calendar to guarantee its alignment with the syllabi and to ensure smooth coordination and effective planning across all academic activities.

For details;

[Volume 1, Annex 17, Academic calendar of all programs](#)

[Volume 2, Annex 6, Internal quality assurance directive \(amended in 2023\), pp. 17](#)

[Volume 4, Annex 10, Academic calendar review records.](#)

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. (0.5)

Primarily, faculty members are incorporating a variety of alternative teaching and learning strategies alongside traditional teacher-centred approaches to effectively capture students' interest and enhance the overall efficiency of the instructional process. These innovative methods aim to foster student engagement, facilitate comprehensive understanding, and maximize educational outcomes.

List of teaching methods used to supplement lecture methods;

1. Groups Discussion
2. Discussion
3. Demonstration
4. Collaborative Learning
5. Project Based Learning
6. Interactive Multimedia
7. Excursion and industry visits
8. Peer tutoring

For details;

[Volume 4, Annex 9, Sample teaching-plan prepared and used by the faculty](#)

32. Is there a facility to prepare audio visuals and other teaching aids? (0.5)

Yes No If yes, give details about the facilities.

The dedicated faculty members utilized a diverse range of cutting-edge audio-visual aids, interactive online tools, and innovative educational technologies to elevate the overall effectiveness and engagement of the teaching-learning process. By harnessing these versatile resources, they were able to create dynamic, interactive learning experiences that catered to the diverse needs and learning styles of the students. This comprehensive approach not only enriched the educational content but also fostered a more collaborative and immersive learning environment that encouraged active participation and critical thinking skills among the students.

For details;

[Volume 4, Annex 11, List of audio-visual tools used by the faculty](#)

33. Furnish the following for the last two years (1.5)

Work load per week (for full time teachers):	48 hours
Work load per week (for part time teachers):	12 hours
Ratio of full-time teachers to part-time teachers:	4:1
Ratio of teaching staff to non-teaching staff:	25:21
Percentage of classes taught by full-time faculty:	68%
Number of visiting professors/practitioners:	None

For details;

[Volume 1, Annex 11, Academic routine](#)

[Volume 1, Annex 17, Academic calendar of all programs](#)

[Volume 4, Annex 12, Faculty members teaching load decision](#)

34 (a). Are the students oriented to the program, evaluation system, codes of conduct other relevant institutional provisions and requirements? (0.5)

Yes No If yes give evidence.

After the completion of the admission process, the respective Department Head takes the initiative to organize an inception workshop designed specifically for the newly enrolled and promoted students. This workshop serves as a fundamental orientation platform aimed at familiarizing incoming students with crucial aspects and expectations related to their

academic journey at the institution. The agenda of the inception workshop covers a diverse range of key topics, emphasizing the vital components of the academic environment such as the intricacies of the teaching-learning process, evaluation system, policy and procedure of TIC, ethical considerations embodied in the code of conduct of the students, as well as the governing and management structure and system of the TIC.

For details;

[Volume 2, Annex 6, Internal quality assurance directive \(amended in 2023\), pp. 22-23](#)

[Volume 4, Annex 13, Inception workshop for newly enrolled students- PPT, attendance records and photos](#)

34 (b). Are evaluation methods communicated to students at the beginning of the academic session? (0.5)

Yes No

If yes give evidence.

Yes, the evaluation methods are communicated to the students at the beginning of the academic session. Here are some of the communicated methods:

1. Orientation Program
2. Providing Brochures and prospectus
3. Building Transparency by providing information about course structure through EMIS.

During the orientation or inception programs held at the start of the academic year, students were provided with information on assignments, examination schedules, and various evaluation methods to help them prepare for the upcoming academic plans.

For details;

[Volume 2, Annex 6, Internal quality assurance directive \(amended in 2023\), pp. 22-23](#)

[Volume 4, Annex 13, Inception workshop for newly enrolled students- PPT, attendance records and photos](#)

35. Does the institution monitor the overall performance of students periodically? (0.5)

Yes No If yes, give details

Respective department heads and faculty members methodologically take on the significant responsibility of regularly analyzing the academic performance of students. This crucial task involves assessing students' progress following the completion of internal and external examinations. Post-publication of these examinations, such as internal and final exams, the department heads and faculty members employ a systematic approach to closely monitor and track the academic development of each student.

For details;

[Volume 4, Annex 14, Decision of department to carry out student performance monitoring](#)

[Volume 4, Annex 5, Students's result analysis records](#)

36. In the case of new appointment of the teaching faculty made by the institution itself, select among the following funding criteria that are evidential in your institution. (1.5)

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	3	3 times	-	T	T	T
Government Funded	-	-	-	-	-	-

Any other category	-	-	-	-	-	-
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For details;

Volume 1, Annex 5, Composition of Human Resource Recruitment Committee and its minutes.

Volume 1, Annex 7, The vacancy announcement was published on social media platforms as well as in national newspapers.

Volume 1, Annex 8, Demo class evaluation checklist.

Volume 1, Annex 9, Appointment letter and job description of recently appointed faculty.

37. Provide the following information (in number) about the teaching staff recruited during the last two years. (0.5)

Teaching staff recruited			
From the same district it operates		From other districts	
Year I: 2079	Year II: 2080	Year I: 2079	Year II: 2080
Pallawi Ghimire	Arju Bedari	Kumar Thapa	Binod Kumar Mahato
Bibechana Sharma	Bishnu Ketan	Pradeep Dangi	Shurabi Sapkota
-	Sulagna Shrestha	Chandra dev Bhatta	Rashmi Poudel
-	Rushali Karki	Mukesh Sir	-
Jiwan khadka	-	Shweta sah	-

For details;

Volume 4, Annex 15, List of teaching staff recruited during the 2079 and 2080.

38. (a). Does the institution have the freedom and the resources to appoint and pay temporary/ad hoc teaching staff? Are such provisions define in the institution act/board decision/minute? (0.5)

Yes No

If yes, give details of their salary structure and other benefits.

The college management committee has officially delegated the authority to the principal, granting them the responsibility of appointing temporary and ad hoc teaching staff as needed. The principal is authorized to determine the specific requirements of the college and hire temporary or ad hoc staff accordingly. This delegation of authority positively impacts the college's academic operations by allowing the principal to swiftly and efficiently address staffing needs. As a result of this empowerment, the principal plays a crucial role in ensuring that the college maintains a high standard of teaching excellence.

For details;

Volume 4, Annex 16, The decision was made by the college management committee to grant authority to the principal to facilitate the appointment process of temporary/ad hoc teaching staff members.

38 (b). Does the institution have provision and practice for inviting visiting/guest faculty on regular basis? (0.5)

Yes No

If yes give details

In response to the specific requirements of various departments within the college, there exists a structured framework that allows for the invitation of guest lecturers to enhance the academic experience. This process entails a formal procedure where the Head of Departments recommends suitable candidates to the college principal, who subsequently extends invitations to these individuals for engaging lecture sessions.

For details;

[Volume 4, Annex 17, Decisions made for invitation of guest lecture.](#)

[Volume 4, Annex 18, Guest lecture invitation email or letters.](#)

[Volume 4, Annex 19, List of Guest lecture invited in 2080](#)

39. Number of teaching staff who have attended seminars/conferences/workshops as participants/resource persons/organizer in the last two years: (1.5)

Particulars	Participants	Resource persons	Organizer
Institutional level	Bisnu Khetan	Self-funding	TIC
National level	1) Deep Narayan Pathak 2) Deep Narayan Pathak 3) Rashmi Poudel 4) Rashmi Poudel 5) Rashmi Poudel 6) Pallawi Ghimire 7) Rushali Karki 8) Rushali Kraki 9) Sailesh Shrestha 10) Chandra Bhatt 11) Chandra Bhatt	1) Self-funding 2) Self-funding 3) Self-funding 4) Self-funding 5) Self-funding 6) UNESCO 7) Nepal Polymer Institute 8) Nepal Pharmacy Students society 9) Education Ministry 10) Kathmandu University 11) Kathmandu Shikshya campus	1) Uniglobe International Management Conference Iv 2) Uniglobe International Management Conference Iv 3) St. Xavier college 4) Faculty of Social Sciences 5) National solution and research centre 6) UNESCO 7) Nepal Polymer Institute, Nepal 8) Nepal Pharmacy Students society 9) Budanilkantha MNC 10) Kathmandu University 11) Kathmandu Shikshya campus
International level	1) Deep Narayan Pathak 2) Deep Narayan Pathak 3) Deep Narayan Pathak 4) Arju Bedari	1) TIC 2) TIC 3) TIC 4) Uniglobe int'l college	1) Department of conference, university of Mumbai 2) FIIB india, new delhi 3) Nilai University, Malaysia, 4) Uniglobe College,

			Nepal and global college international, nepal 5) Uniglobe int'l college
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For details;

[Volume 4, Annex 20, Detail list of teaching staff who have attended seminars/conferences/workshops as participants/resource persons/organizers in the last two years.](#)

40. Does the institution follow the self-appraisal method to evaluate the performance of the faculty in teaching, research and extension program? (0.5)

Yes No

If yes, how are teachers encouraged to use the feedback? Provide justifications.

The college has put in place a structured performance appraisal system that evaluates the teaching staff annually. This appraisal system considers various factors when assessing the effectiveness and contributions of the teaching staff. Notably, the teaching staff's performance is measured based on their involvement and achievements in research and extension activities. These specific indicators play a significant role in determining the overall performance appraisal outcomes for the teaching staff.

For details;

[Volume 2, Annex 11, Decision of College Management Committee for implementation of performance appraisal](#)

[Volume 2, Annex 12, Performance appraisal form of the faculty \(self, peer, students and principal\)](#)

41. Does the institution follow any other teacher performance appraisal method? (0.5)

Yes No

If yes, give details of the same and state how the results of the appraisal are used.

The internal quality assurance department devised a comprehensive framework for appraising the performance of both teaching and non-teaching staff. This structured approach was diligently followed to conduct performance appraisals on an annual basis, ensuring that all staff members were evaluated fairly and consistently. By following to the approved appraisal framework, a systematic and thorough assessment of staff members' competencies, achievements, and areas for improvement was carried out.

Performance appraisal involves various dimensions of evaluation. These include self-evaluation, where individuals assess their work and progress. Peer evaluation allows colleagues to provide constructive feedback and insights to each other. Additionally, student evaluation allows for a unique perspective on performance from those directly impacted by the work or teachings. Evaluation by the principal provides a comprehensive overview from a leadership standpoint, ensuring alignment with the school or organization's goals and standards.

For details;

[Volume 2, Annex 11, Decision of College Management Committee for implementation of performance appraisal](#)

[Volume 2, Annex 12, Performance appraisal form of the faculty \(self, peer, students and principal\)](#)

42. Does the institution collect student evaluation on institution experience? (0.5)

Yes No

If yes, what is the significant feedback from students and how has it been used?

The research management committee at Triton College recently undertook a comprehensive qualitative study to explore the student experience within the institution. The study delved into various crucial areas, including student support services, academic guidance and counselling, teaching methodologies, and the quality of physical facilities available on campus.

Through in-depth interviews and surveys, students provided valuable insights on how these aspects impact their overall academic journey at Triton College. The findings of this study will not only help the college enhance its existing support systems but also improve the overall learning environment for students.

For details;

[Volume 4, Annex 21, Decision of Research Management Committee to carry out student experiences survey](#)

[Volume 4, Annex 22, Triton International College: Research Policy 2023, pp. 6](#)

[Volume 4, Annex 23, Student experience survey report](#)

43. Does the institution conduct refresher courses/seminars/conferences/symposia/workshops/programs for faculty development? (0.5)

Yes No If yes, give details.

Triton International College has taken a proactive step by implementing a comprehensive system dedicated to enhancing faculty development. The college's commitment to supporting its faculty members is evident through its plan to introduce a series of refresher training sessions starting from the next academic year. These training programs are designed to serve as a platform for faculty to continuously enhance their skills and knowledge, ensuring that they stay updated with the latest teaching methodologies and educational technologies.

44. Give details faculty development programs and the number of teachers who benefited out of them, during the last two years. (0.5)

Faculty Development Programs	No. of Beneficiaries
Classroom management	25
Teacher professional development	25
Progressive teaching and learning (focused on blooms and taxonomy)	25
New session planning	25
Authentic assessment and rubrics	25
Teaching pedagogy and classroom management	25

For details;

[Volume 4, Annex 24a, List of Faculty development programs and beneficiaries.](#)

[Volume 4, Annex 24b, List of participants in Academic and proposal writing training](#)

45. Furnish information about notable innovations in teaching. (0.5)

Teachers are highly knowledgeable and informed about the latest and most effective innovative teaching methods. With their commitment to enhancing the teaching for their students, teachers are not only aware of these cutting-edge methods, tools and technologies but also actively implementing a variety of innovative teaching methods. From incorporating

technology in the classroom to utilizing project-based learning methods, teachers are continuously exploring and adopting a wide range of innovative methods to engage students and foster a student engagement and motivation. They recognize the importance of staying current with advancements in pedagogy and are dedicated to providing their students with the best possible educational experience. Teachers are using the following teaching methods;

- Flipped classroom
- Project-based learning
- Gamification
- Collaborative learning
- Experimental learning
- Mind mapping

For details;

[Volume 4, Annex 25, Academic records of innovative teaching methods](#)

46. What are the national and international linkages established for teaching and/or research? (0.5)

Triton International College has strategically establishing formal linkages with prestigious national colleges, renowned universities, and esteemed institutions as part of its commitment to enhancing teaching and enriching research initiatives. These collaborative partnerships serve to cultivate a dynamic academic environment that fosters innovation and excellence in education.

The college is currently making concerted efforts to establish formal partnerships and collaborations with reputable international colleges, universities, and research institutions in order to foster a more globally connected academic environment.

For details;

[Volume 4, Annex 26, Formal document for establishment linkage with national colleges, universities and institutions.](#)

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

47. Research budget of the institution in % of total operating budget. (1)

48. How does the institution promote research? (1)

- Encourage PG students doing project work
- Teachers are given study leave
- Teachers provided with seed money
- Provision of Research Committee
- Adjustment in teaching load/schedule

According to the Triton International College's Research Policy, mentioned on page 3 of the document, an essential aspect emphasized is the encouragement provided to teachers to further their academic qualifications by pursuing MPhil and PhD degrees.

Triton International College is committed to prioritizing the professional development of its teaching staff by implementing a new policy that grants them specialized leave opportunities to engage actively in valuable research endeavours.

According to the Triton International College: Research Policy 2023, the Research Management committee oversees the distribution of research grants to faculty members.

Faculty members obtain research funds regularly to support the completion of their research

projects.

The Research Management committee has been established by the College Management Committee in accordance with Triton International College's Research Policy 2023.

The college has implemented a comprehensive teaching load policy that clearly outlines and regulates the specific responsibilities and duties within the teaching staff's scope of work.

For details;

[Volume 1, Annex 15, Annual budget 2080/81](#)

[Volume 4, Annex 12, Faculty members teaching load decision](#)

[Volume 4, Annex 22, Triton International College: Research Policy 2023, pp. 3 and 5-6](#)

[Volume 5, Annex 1a, Records of mini research funding for faculty and students](#)

[Volume 5, Annex 1b, RMC annual plan implementation status reports](#)

49. Is the institution engaged in PhD level programs? (1)

Yes No If yes, give details

TIC only providing undergraduate and post-graduate programs.

50. What percentage of teachers is engaged in active research - guiding research scholars, operating projects, publishing regularly, etc.? Give details. (0.5)

Over 60 % of teachers actively participated in research activities, contributing their expertise as dissertation supervisors, research guides, and authors of academic articles. This involvement showcases their dedication to advancing knowledge within their field and fostering a culture of scholarly inquiry among students and colleagues alike. By engaging in research, teachers not only enhance their understanding of the subject matter but also enrich the educational experience for their students through the integration of up-to-date findings and innovative methodologies.

For details;

[Volume 5, Annex 2, List of dissertation supervisors](#)

[Volume 5, Annex 3, List of research articles published by the teachers.](#)

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

Level	Enrollment Status		Total
	Full Time	Part Time	
MPhil	Not applicable	-	
PhD	Not applicable	-	

Triton Internal College currently provides only undergraduate and postgraduate programs. Nevertheless, the institution is considering expanding its offerings to include PhD and MPhil programs.

52. How many PhDs have been awarded during the last five years? (1)

TIC only providing undergraduate and post-graduate programs.

53. Does the institution provide financial support to research students? (0.5)

Yes No If yes, give % of financial support from recurring cost.

The college provides research grants to students who have submitted persuasive research proposals. These grants are not only designed to promote the students' enthusiasm for research but also to enhance and refine their research capabilities. By providing financial support for worthy research projects, the college aims to encourage students to delve deeper into their academic interests and foster a culture of exploration and discovery.

For details;

[Volume 4, Annex 22, Triton International College: Research Policy 2023, pp. 3](#)

[Volume 5, Annex 4, Records of research funds provided to students](#)

54. Provide details of the ongoing research projects: (0.5)

Total number of projects	Project Revenues (in NRs.)
16	Rs. 8,15,000

For details;

[Volume 5, Annex 5a, Details of ongoing research projects](#)

[Volume 5, Annex 5b, Details of completed / ongoing mini-research by faculty, by students and by both faculty-students.](#)

55. Give details of ongoing research projects funded by external agencies. (0.5)

Funding agency	Amount (Rs.)	Duration (Years)	Collaboration, if any
*	*	*	*

As of now, the TIC has not yet implemented a formal system for collaborative research among its faculty and staff. Despite this, the college has taken significant and proactive measures to cultivate an environment that fosters and supports collaborative research initiatives.

56. Does the institution have research/academic publication? If yes, give details of publications in the last two years. (0.5)

Teachers, who are experts in their respective fields, have been actively engaged in the publication of academic research articles to share their knowledge and findings with the broader academic community. In order to streamline the process and maintain the quality of publications, the Research Management Committee took the initiative to establish a specialized Journal Editorial Committee dedicated to overseeing the publication of the peer-reviewed journal. Through the collaborative efforts of the Journal Editorial Committee, the peer-reviewed journal has successfully been published, providing a platform for scholars to disseminate their research findings and engage in scholarly discussions.

For details;

[Volume 5, Annex 3, List of research articles published by the teachers.](#)

[Volume 5, Annex 6, Decision of Research Management Committee for formation of Journal Editorial Committee](#)

[Volume 5, Annex 7, Journals published by the Triton International College](#)

57. Does the institution offer consultancy services? (0.5)

Yes No If yes, give details.

TIC has created a dedicated expert team specializing in providing research and other consultancy services to external organizations in order to foster collaborations, facilitate knowledge exchange, and drive innovation across various sectors. Through this initiative, the institution aims to leverage its resources and expertise to support businesses, non-profit organizations, and government agencies in tackling complex challenges, exploring new opportunities, and making data-driven decisions.

For details;

[Volume 4, Annex 22, Triton International College: Research Policy 2023, pp. 4](#)

[Volume 5, Annex 8, Research consultancy team formation decision of College Management](#)

Committee

[Volume 5, Annex 9, Composition of Research consultancy team and qualification team's member](#)

58. Does the institution have a designated person for extension activities? (0.5)

Yes No If yes, indicate the nature of the post as –

Full-time Part-time Additional charge

Extension and soft skill Development Committee

By following the Internal quality assurance directive (amended in 2023), the College Management Committee formulated the Extension and Soft Skill Development Committee. The Terms of Reference (TOR) for this committee were detailed within the Internal quality assurance directive (amended in 2023). The committee oversees the extension, outreach and soft skill development programs. In addition, the committee developed and implemented yearly action plan.

Extension Coordinator

By following the Internal Quality Assurance directive (amended in 2023), the Chief Executive Officer (CEO) recently appointed Chandra Dev Bhatt as a full-time Extension Coordinator. TOR of the Extension Coordinator is outlined with the appointment letter. The job summary of the Extension Coordinator is to manage the Extension and Outreach program and establish a network and partnership with potential partners.

For details;

[Volume 2, Annex 6, Internal quality assurance directive \(amended in 2023\), pp. 12-13](#)

[Volume 3, Annex 3, Extension and soft skill development committee formation decision of college management committee](#)

[Volume 5, Annex 10, Appointment letter and terms of reference of Extension Coordinator](#)

59. Indicate the extension activities of the institution and its details: (0.5)

- 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

For details;

[Volume 5, Annex 11, Events reports of community development, disaster management training, health and hygiene awareness, adult education literacy, Environment awareness and others events organized by the college.](#)

60. Are there any outreach programs carried out by the institution (for example, Population Education Club, Adult Education, National Literacy Mission, etc.)? (0.5)

Yes No If yes, justify.

The Extension and Soft Skill Development committee is dedicated to implementing a variety of extension and outreach programs that specifically target different populations, to provide specialized support, services, enhancing awareness and resources to address diverse needs and enhance the livelihood of the target groups.

List of outreach programs organized by the college

1. Community services club

- Blood donation
- Psychological first aid
- Global warming
- Disaster management
- Afforestation

2. Triton Nature Club

- Plantation and river cleaning campaign
- Get to know our nature
- Global warming
- Disaster management
- Afforestation

3. IT club

- Web-based training
- App development
- IT workshop
- AI

4. Triton Academic club

- Gender Equality
- Social case analysis and report writing
- Job skill seminar
- Crisis management
- Ideation and brainstorming

5. Triton cultural club

- Cultural heritage club
- Orientation program
- Rural research camp awareness

For details;

[Volume 5, Annex 12, Events reports of outreach programs](#)

61. How are students and teachers encouraged to participate in extension activities? Any defined approaches? (0.5)

Teachers are incentivized to engage in extension activities through a motivational program that encompasses both monetary rewards and intangible perks. Conversely, the evaluation of teachers' performance is contingent upon their involvement in extension initiatives.

The mission is combined with extension and outreach initiatives. Likewise, students are motivated to engage in extension and outreach activities by aligning the curriculum with community development projects.

For details;

[Volume 5, Annex 13, List of students who participated in extension and outreach programs](#)

[Volume 5, Annex 14, List of teachers who participated in extension and outreach programs](#)

62. Does the institution work and plan the extension activities along with NGO's and GO's? Give details of last 3 years. (0.5)

The college has taken proactive steps to establish a meaningful partnership with stakeholders actively involved in the targeted community. This strategic partnership encompasses

collaborating with local schools, partnering with non-governmental organizations (NGOs), and working closely with various government agencies.

Through this partnership, the college aims to implement a collaborative extension and outreach program aimed at enhancing the effectiveness of community development activities. By fostering strong relationships with these key stakeholders, the college seeks to create a platform for engaging and sustainable community initiatives. The collaboration with schools will provide opportunities for educational outreach, while the partnership with NGOs will offer expertise and resources to support the community's needs. Additionally, working with government agencies will help ensure that community development efforts align with local policies and frameworks.

For details;

[Volume 5, Annex 15, Plan of action of extension and soft skill development committee](#)

[Volume 5, Annex 16, Formal written documents for establishment of a partnership with local schools, NGOs and Government organizations](#)

CRITERION 5: INFRASTRUCTURE AND LEARNING RESOURCES (20 MARKS)

A. General Physical Infrastructure

63. Does the institution have a comprehensive master plan indicating the existing buildings and the projected expansion in the future? (0.5)

An engineering consultant was hired by the college administration to develop a comprehensive Master Plan that would guide the future development and growth of Triton International College. Collaborating closely with the college team, the consultant necessary gathered data, analyzed existing infrastructure and considered the long-term goals of the college to produce a detailed and strategic master plan.

For details;

[Volume 6, Annex 1, Consultant appointment letter](#)

[Volume 6, Annex 2, Master plan](#)

[Volume 6, Annex 3, Master plan acceptance decision of college management committee](#)

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. (0.5)

The college expert, along with the dedicated team, has devised a comprehensive infrastructure augmentation plan intended at facilitating the college's growth, development, and overall progress. This intricately developed plan takes into account various aspects, including the expansion of facilities, enhancement of academic resources, and improvement of technological capabilities to support the evolving needs of the TIC.

For details;

[Volume 6, Annex 4, Appointment of Infrastructure Augmentation Plan development team](#)

[Volume 6, Annex 5, Infrastructure Augmentation Plan](#)

[Volume 6, Annex 6, Infrastructure Augmentation Plan endorsement decision of college management committee](#)

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

Give details

- **Laboratory**
 1. Computer Lab – 45 Computer set
 2. Micro-Processor Lab

- Latch and flip-flop kit (6 pieces)
 - Combinational Circuit kit (6 pieces)
 - Basic kit (6 pieces)
 - Digital Multi meter kit (10 pieces)
3. Digital Lab
 - Digital Logic Kit (10 pieces)
 - Adder/Subtractor (10 pieces)
 - Sift Kit (6 pieces)
 4. Computer in college – 64
 5. Laptop for faculties (Teaching purpose) -8
 6. Classroom Announcement Sound System- 1 set
 7. Printer -10
 8. Photocopy – 6
 9. overhead Projectors- 13

- **Library**

1. Text book Master – 850
2. BCA – 440
3. BBS – 460
4. BSW- 550
5. Others- 7420

- **Others**

1. Canteen- 1
2. Parking – 1
3. Garden – 1
4. Common room- 1

For details;

[Volume 6, Annex 7, Photographs of laboratory](#)

[Volume 6, Annex 8, Photographs of library](#)

[Volume 6, Annex 9, Photographs of other facilities \(canteen, parking, garden, common room etc.\)](#)

65. Does the institution have provision for regular maintenance of its infrastructure? Provide scheme. (0.5)

The college administration has developed an extensive annual Maintenance Plan, taking into account the various of needs and requirements that the college must fulfil. This plan has been carefully implemented with a strong emphasis on enforcing all aspects of maintenance across the college, ensuring that every area and facility of the college is well-cared for and in optimal condition.

For details;

[Volume 6, Annex 10, Maintenance Plan 2080/2081](#)

[Volume 6, Annex 11, Maintenance plan approval decision of college management committee](#)

66. How does the institution ensure optimum utilization of its infrastructure facilities? Produce the plan. (0.5)

The college administration, through extensive planning and truthful efforts, has successfully planned and put into action a comprehensive infrastructure utilization plan that purposes at maximizing the efficient utilization of the various facilities and resources available within the college premises.

For details;

[Volume 6, Annex 12, Infrastructure Utilization Plan](#)

[Volume 6, Annex 13, Infrastructure Utilization Plan approval decision of college management committee](#)

67. Does the institution encourage use of the academic facilities by external agencies? (0.5)

Yes No If yes, give clearly defined regulations.

The College Management Committee, after much thoughtful consideration and deliberation, has officially decided to give external agencies the privilege of utilizing the excellent facilities and state-of-the-art infrastructure that the college has to offer.

For details;

[Volume 6, Annex 14, the decision of the college management committee to permit other agencies to utilize the facilities of the college.](#)

68. What efforts are made to keep the institution clean, green and pollution free? Give details (0.5)

Student clubs, comprising enthusiastic and environmentally conscious individuals, were effectively mobilized with the common goal of maintaining the college premises in a clean, green, and pollution-free condition. The college administration has demonstrated a strong commitment to maintaining the college clean, green, and free from pollution by making significant investments in staffing provisions.

The college has implemented a system of waste management by introducing Red, Green, and Blue Dustbins within its premises. The Red Dustbins are designated for disposing of non-recyclable waste materials, while the Green Dustbins are specifically allocated for degradable waste like vegetable and fruit peels. On the other hand, the Blue Dustbins are exclusively meant for disposing of non-biodegradable waste such as plastic wrap and other plastic items.

For details;

[Volume 6, Annex 9, Photographs of other facilities \(canteen, parking, garden, common room etc.\)](#)

[Volume 6, Annex 15, Photographs installed Dustbins](#)

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

- Number of computer accessible to the students
- Computer accessible to the faculty
- Internet accessible to the faculty
- Internet accessible to the faculty

The heads of various departments, along with the dedicated staff members and students, have been provided with computer equipment to their specific requirements and preferences.

- a) Number of laptops/desktop computers provided to Departments, sections and faculty:
 - Faculty- 5
 - Departments- 4
 - Sections- 9
- b) Number of computers in Computer labs: 64 computers
- c) Internet facilities/band width - 55/55 Mbps

For details;

[Volume 6, Annex 16, Photographs computer labs](#)

[Volume 6, Annex 17, Photographs departments and sections/units](#)

[Volume 6, Annex 18, Contract paper with Internet service providers](#)

70. Give the working hours of the computer centre and its access on holidays and off hours. (0.5)

During the college opening days, the computer lab is accessible to computer users from 6.30 am to 1.00 pm. Nevertheless, the availability of the computer lab for students is contingent upon their specific requests.

In Winter sessions

Sunday - Friday: 7.30 am to 1.00 pm

In Summer sessions

Sunday - Friday: 6.30 am to 1.00 pm

Holidays: At the students' request.

For details;

[Volume 6, Annex 19, User Manual of Computer Lab](#)

71 (a). How many departments have computers of their own? Give details. (0.5)

In support of enhancing educational resources and technological capabilities, every academic department within the institution, along with dedicated staff members and esteemed educational leaders, has collaborated to ensure that both laptop and desktop computers are readily available to meet the diverse needs of students, faculty, and administrative personnel.

The TIC allocated a total of eighteen computers to the faculty and staff: five for the Faculty members, four designated for the HoD, and an additional nine for the administrative staff for daily tasks.

For details;

[Volume 6, Annex 17, Photographs departments and sections/units](#)

71 (b). Does the institution have provisions of internet/intercom/CC TV/other facilities Give details (0.5)

The college offers internet services for faculty, staff, educational administrators, and students. In order to cater to the growing demands, the college has augmented the internet bandwidth to ensure seamless provision of internet services to all individuals.

The college has procured over 20 Closed-circuit Television (CCTV) cameras and strategically placed them both inside and around the college premises. This measure has been taken to safeguard the students and deter any form of antisocial behaviour.

For details;

[Volume 6, Annex 18, Contract paper with Internet service providers.](#)

[Volume 6, Annex 20, Photographs Closed-circuit television](#)

72. Explain the output of the centre in developing computer aided learning packages in various subjects during the last three years? (0.5)

In the educational setting, teachers and learners are incorporating PowerPoint presentations, visual resources, and technology-driven tools to facilitate the teaching and learning process. Furthermore, teachers and students have been utilizing Zoom and Microsoft Teams for online instruction and academic engagement. The teachers are using EMIS and other online tools for teaching and research.

For details;

[Volume 6, Annex 21, Powerpoint presentation prepared by the teachers and student](#)
[Volume 6, Annex 22, Name list of Computer-based tools used by the teachers and students](#)
[Volume 6, Annex 23, Screenshot of Zoom and Microsoft Teams](#)

73. Is there any provision for maintaining/updating the computer facilities? Provide the details of the system. (0.5)

Upgrading and maintaining computers and electronic devices are primarily the main focus of the IT departments. The competence the IT professionals possess plays a pivotal role in ensuring that these devices are running smoothly and efficiently. Through their technical expertise, they are entrusted with the vital task of regularly updating, troubleshooting, and optimizing computer software applications. In addition to this, they are also responsible for monitoring system performance, identifying potential security threats, and implementing necessary updates to safeguard against cyber-attacks.

In the event of encountering hardware issues with the computers, the IT teams are responsible for promptly reaching out to external technicians for the maintenance and repair of any such hardware-related problems that may arise. These external technicians are well-equipped with the expertise and tools necessary to effectively diagnose and rectify any technical malfunctions that the hardware may be experiencing.

For details;

[Volume 6, Annex 24, Terms of Reference of IT staff](#)

[Volume 6, Annex 25, Official records of hiring external technicians for maintenance of computers and electronics devices](#)

74. Does the institution make use of the services of inter-university facilities? (0.5)

College has successfully established mutual agreements with various higher educational institutions in order to access and utilize their inter-college facilities. This collaboration has proven to be beneficial for all parties involved, as it allows for the sharing of resources and expertise. However, looking forward, the college is now setting its sights on forging similar agreements at the university level.

For details;

[Volume 6, Annex 26, Mutual agreement done with other colleges for use of the services of inter-college facilities](#)

75. What are the various health services available to the students, teacher and other staff? Give details. (0.5)

The college is currently offering emergency health services for its teachers, staff, and students, which has proven to be vital during unforeseen medical situations. Recognizing the importance of maintaining and enhancing the health and well-being of students, teachers and staff, the college aims to further elevate its healthcare services by recruiting additional health staff members.

Following health services are available in the college;

- a) First aid medicine and services
- b) Sick room
- c) Sanitary Pad distribution
- d) Students' health checkups by hiring medical staff

For details;

[Volume 6, Annex 27, Photographs of health room / sick room](#)

[Volume 6, Annex 28, List of available first aid medicine](#)

[Volume 6, Annex 29, Records of sanitary pad distributed](#)

76. What are the physical and infrastructural facilities available in the sports and physical education centre? Give details. (0.5)

At the TIC, we provide a variety of sporting facilities for our students to enjoy, including a basketball court, table tennis area, volleyball court, badminton court, and a range of indoor games. Additionally, we have a dedicated basketball coach on hand to offer training and guidance to players looking to improve their skills on the basketball court.

For details;

[Volume 6, Annex 30, List of physical infrastructure available for Sports and Physical Education.](#)

77. What are the incentives given to outstanding sports persons? (0.5)

The Scholarship Committee has taken a proactive approach by offering scholarships specifically to exceptional athletes, aiming to motivate and support these individuals in pursuing their athletic and academic ambitions simultaneously. These scholarships serve as a testament to the institution's commitment to fostering a supportive environment for student-athletes, providing them with the necessary resources to excel in both their sport and educational aspire.

For details;

[Volume 6, Annex 31a, Scholarship Policy and Procedure 2023, pp.3](#)

[Volume 6, Annex 31b, The college management committee's decision to offer scholarships to exceptional athletes.](#)

[Volume 6, Annex 32, Decision of college management committee to establish Scholarship Committee](#)

[Volume 6, Annex 33, Decision of Scholarship Committee offer scholarships for outstanding sports persons](#)

[Volume 6, Annex 34, List of students who have received scholarships as outstanding sports persons.](#)

78. Give details of the student participation during the last year at the university, regional, national and international events. (0.5)

Particulars	Participation of Students	Outcomes
District/ward /province	Rabin Bam(ward player) Mukesh Pandey (Football district player) Sujan Shrestha (province cricket player)	Province level cricket level tournament, 1 st prize
National	Manish Basel (Boxing)	WTCE 2 nd position, 2018 & India cup taekwondo gold medalist
International	0	0

For details;

[Volume 6, Annex 35, List of students who participated during the last year at the university, regional, national and international sports and other events.](#)

79. Give details of the hostel facilities available in the institution? (0.5)

The college has recently established the closest girls' and boys' hostels to provide services and needs of students attending Triton International College from outside as well as inside of

the Kathmandu Valley. There are 16 rooms with 48 bed capacity for boys and 12 rooms with 30 bed capacity for girls where each room size is 16.356 square meters.

For details;

[Volume 6, Annex 36, Hostal house contract and photos of the hostels.](#)

80. Give details of the facilities for drinking water and toilets. (0.5)

The college possesses an abundant supply of water storage tanks and has implemented a dependable water purification system. During the summer session, the college purchases water from vendors due to insufficient water supply.

Within the Triton International College, there have been 8 restroom facilities designated for faculty and staff, 6 restrooms allocated for female students, and 6 restrooms designated for male students. There are sufficient restroom facilities available for students, teachers, staff, and visitors.

For details;

[Volume 6, Annex 37, Photograph of water filtration system](#)

[Volume 6, Annex 38, Photograph of staff, boys' and girls' restrooms](#)

B. Library as a Learning Resource

81 (a). What are the working hours of the library? (0.25)

- On working days - 8 hours
- On holidays – as per request of the faculty and students.
- Prior to examinations - 8 hours

For details;

[Volume 6, Annex 39, Library manuals](#)

81 (b). Does the library provide open-access to students? (0.25)

Yes No

The library is designed to be easily accessed by all users, providing them with the opportunity to explore a wide array of learning resources. Every student has been required to input their designated Login ID for the educational management information system, granting them continuous access to the e-library and e-learning resources at any hour throughout the day. During holiday periods, library users are granted access to the library in response to their requests.

For details;

[Volume 6, Annex 40, List of e-library users](#)

82. Mention the total collection of documents.

➤ Books	9650
➤ Current Journals	
▪ Nepalese	17
▪ Foreign	11
➤ Magazines	1
➤ Reference Books	802
➤ Text Books	1518
➤ Refereed journals	28
➤ Back Volumes of Journals	0
➤ E- Information Resources	

- CD's/DVD's – 0
- Databases – 0
- Online Journals – 0
- AV Resources – 0

Special collection : (Please specify for example: UNO Depository center, World Bank Repository, Competitive Examinations, Book Bank, Old Book Collection, Manuscripts)

For details;

[Volume 6, Annex 41, Records of library resources available in the library](#)

83. Give the number of books/journals/periodicals that have been added to institution library during the last two years and their cost. (1)

	The year before last		The year before	
	Number	Total cost	Number	Total cost
i. Text books	87	Rs. 33,741.75	80	Rs. 27,153
ii. Other books/References	134	Rs. 69,538	18	Rs.1,855
iii. Journals/periodicals	0	0	2	Rs. 300
iv. Any others	62	Rs. 11,875	99	RS. 21,319

For details;

[Volume 6, Annex 42, Records of library resources procured during the last two years and their cost](#)

84. Mention (1)

- (i) Total carpet area of the institution library (in sq.mts.) [65.15 Square meters]
- (ii) Total number of departmental libraries [2]
- (iii) Seating capacity of the Library [21]
- (iv) Open student access to library [556]

85. Give the organizational structure of the library. (0.5)

- (i) Total number of staff – One Head Librarian and One Assistant Librarian.
 - a. Professionals (List with qualifications)- 0
 - b. Semi-professionals- One Head Librarian and One Assistant Librarian and they have pursued Bachelor degree on Humanities and Management
 - c. Others

(ii) **Library advisory committee (0.2),**

A library advisory committee was formed in accordance with the college's Internal Quality Assurance directive, aiming to enhance library services and resources for the benefit of students, faculty, and staff. The composition of the library advisory committee is as follows;

- (a) Coordinator: Hritu Neupane (CEO)
- (b) Member- Chandra Dev Bhatta (BSW Coordinator)
- (c) Member- Roji Thapa (Member, Student Quality Circle)
- (b) Member- Geeta Guragain (Senior Librarian)

For details;

[Volume 2, Annex 6, Internal quality assurance directive \(amended in 2023\), pp. 26](#)

[Volume 6, Annex 43, Library Advisory Committee formation decision of College Management Committee](#)

Volume 6, Annex 44, Organizational structure of the library

86. Staff development programs for the library (0.5)

- (i) Refresher/orientation courses attended
- (ii) Workshops/Seminars/Conferences attended
- (iii) Other special training programs attended

The college has taken the initiative to internally implement an Educational Management Information System, empowering librarians to efficiently manage the library resources. Despite this effort, the college is currently in the process of exploring opportunities to provide library science training for librarians since it has not been able to offer such training internally.

87. Are the library functions automated? (0.5)

Yes No

If yes: Fully automated (0.5) Partially automated (0.25)

Name the application software used: **College Management Information System (CMIS)**

The library has made fully automated through the incorporation of an integrated Educational Management Information System (EMIS), which integrates a wide-range of services and resources. This innovative system has transformed the way information is accessed and managed within the library, enhancing efficiency and convenience for both patrons and staff members alike.

For details;

[Volume 6, Annex 48, EMIS dashboard screenshot](#)

88. What is the percentage of library budget in relation to the total budget of the Institution? (0.5)

The budget allocation for the library is determined according to the specific requirements of the Library itself or in response to requests made by the Librarian. This process ensures that the financial resources are provided to meet the functional and operational needs of the library, enhancing its ability to support the different services and resources provided to patrons.

For details;

[Volume 1, Annex 16, Audit report 2079/80](#)

89. Does the library provide the following services/facilities? (10 x 0.1 = 1)

- 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
- Power Backup facility

For details;

[Volume 6, Annex 39, Library manuals](#)

90. Furnish details on the following.

- | | |
|---|--------|
| (i) Average number of books issued/returned per day. | [50] |
| (ii) Average no. of users visited / Documents consulted per month | [25] |
| (iii) Please furnish the information on no. of Log- ins in to the | [602] |
| (iv) E-Library Services/E- Documents delivered per month | [-] |
| (v) Ratio of Library books to number of students enrolled | [-] |

For details;

[Volume 6, Annex 41, Records of library resources available in the library](#)

[Volume 6, Annex 49, Screenshot of e-library](#)

CRITERION 6: STUDENT SUPPORT AND GUIDANCE (10 MARKS)

91. Furnish the following details: (0.25 x 4 = 1)

- Percentage of regular students appearing for the exam – 47.65%
- Drop out rate (drop out from the course)- 23.82%
- Progression to further study (Bachelors to Master, Master to Mphil/PhD)- 28.53%
- Prominent positions held by alumni- Government officers, Teachers, businessmen and Software Developers.

In order to comply with the directives, set forth by the University Grants Commission of Nepal, we have successfully established an Internal Quality Assurance Committee (IQAC) as mandated. The Internal Quality Assurance Committee (IQAC) is tasked with the annual execution of Tracer studies, a crucial responsibility that helps assess the academic and professional progression of graduates. Currently, the Internal Quality Assurance Committee (IQAC) has compiled, analyzed, and officially released the comprehensive Tracer Study Report.

For details;

[Volume 7, Annex 1, Decision of IQAC to carry out Tracer Study](#)

[Volume 7, Annex 2, Tracer Study Report](#)

92. How many students have passed the following examinations in the last five years? (0.25 x 4 = 1)

- Nepal Civil Services Examinations- 1
- Other employment related examinations- 4
- International level entrance examination- 0
- Others (please specify)

For details;

[Volume 7, Annex 2, Tracer Study Report](#)

93. Does the institution publish its updated prospectus annually? (1)

Yes No

If yes, what are the contents of the prospectus? (attach a copy)

Before the commencement of the student admission process, Triton International College makes it a point to publish an annual prospectus with detailed information on the various programs available, the admission requirements, and the procedures involved in the admission process, all of which serve to guide prospective students in making informed decisions about their educational journey.

The Public Information Committee (PIC) serves as the primary entity responsible and accountable for overseeing the publication and dissemination of information aimed at

engaging stakeholders and attracting prospective students to ensure transparent communication and effective outreach strategies are strategically implemented.

For details;

[Volume 7, Annex 3, Decision of Public information committee for publication of updated prospectus](#)

94. What kind of financial aids are available to students from the government, the institution and others? Give details. (0.5)

The scholarship committee was formed to provide financial assistance to deserving students. The committee carefully evaluated the prevailing laws of Nepal and the financial resources of the college to determine the appropriate amount and number of scholarships to be awarded.

Triton International College offering scholarships for the following students;

a) Merit-based scholarship:

Merely focusing on a student's financial need, merit-based scholarship is awarded based on the student's academic, research, and extracurricular achievements.

b) Educationally Disadvantaged Dalit and Janjati (EDJ)

A scholarship to assist students who are Educationally Disadvantaged Dalit and Janjati (EDJ) and who may have faced obstacles that might have limited their possibilities or who may have been at a disadvantage because of their socioeconomic status.

c) Scholarships for Aspiring Athletes

Scholarships for prospective players in local, national and international sports.

d) Scholarship for Differently Abled Students

All students who qualify under the individuals who have disabilities and have different types of impairments will be eligible for these scholarships.

For details;

[Volume 6, Annex 31a, Scholarship Policy and Procedure 2023, pp.3](#)

[Volume 6, Annex 31b, The college management committee's decision to offer scholarships to exceptional athletes.](#)

[Volume 6, Annex 32, Decision of college management committee to establish Scholarship Committee](#)

[Volume 7, Annex 5, Decision of Scholarship Committee offer scholarships for students.](#)

[Volume 6, Annex 6, List of students who have received scholarships during the current fiscal year](#)

95. Mention the number of students who have received financial aid during the last two years. (0.5)

Financial aid	Year before last	Year before
i. Merit scholarship	4	1
ii. Merit-cum-Means	1	3
iii. Any others	1	2

For details;

[Volume 7, Annex 7, List of students who have received scholarships during the last two years](#)

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. (0.25 x 2 = 0.5)

- i. Employment cell:
- ii. Placement officer:

Employment Cell

The Placement and Counseling Committee was officially established towards the end of 2023. This committee plays a vital role in enhancing professional career counselling, overseeing internship programs, and providing job placement services. Their responsibilities also include coordinating career development workshops, collaborating with industry partners, and offering personalized guidance to students and alumni seeking employment opportunities within their respective fields.

The office of the Placement and Counseling Committee is strategically situated within the college buildings, serving as a hub for student support and guidance. The committee, is comprised of dedicated professionals, career placement opportunities and providing career counselling services to empower students in their academic and personal growth.

Composition of Placement and Counselling Committee

- 1) Coordinator: Senior Faculty
- 2) Member- Department Head / Coordinator
- 3) Member- Member, Student Quality Circle.
- 4) Member- Official College Management Committee

Placement officer

The individual nominated to coordinate the Placement and Counseling Committee will play a pivotal role as the Placement Officer, responsible for overseeing and enhancing the students' opportunities for career placements, providing valuable guidance in career counselling, and fostering their professional development.

The official issuance of the Terms of Reference of the Placement Officer was completed following the established protocols and guidelines.

For details;

[Volume 2, Annex 6, Internal quality assurance directive \(amended in 2023\), pp. 10-11](#)
[Volume 7, Annex 8, Placement and Counselling Committee formation decision of College Management Committee.](#)

[Volume 7, Annex 9, Appointment letter and Terms of Reference of Placement Officer](#)

97. Do teachers participate in academic and personal counseling? (0.5)

Yes No If yes, give details as to how they are involved.

The Placement and Counselling Committee facilitates enrollment, academic, psychosocial, and career counselling to meet the specific requirements of the students. All teachers and staff members are actively engaged in their roles as academic counsellors, providing invaluable personal guidance and support to students, which plays a crucial role in fostering a positive and nurturing learning environment.

Furthermore, the provision of high-quality counselling services serves as a key criterion for evaluating the performance of teachers.

For details;

[Volume 7, Annex 10, The decision made by the College Management Committee regarding the implementation and enhancement of counselling services](#)

Volume 7, Annex 11, Enrollment, academic, psychosocial and career counselling service records.

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	41	Null	Null
ii. International firms/companies	Null	Null	Null
iii. Government	Null	Null	Null
iv. Public (semi-government) sector	Null	Null	Null
v. Private sector	Null	Null	Null

For details;

Volume 7, Annex 12, Records of placement service during the last year

99. Does the employment cell motivate the students to seek self-employment? (1)

Yes No

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

The Placement and Counselling Committee organizing a variety of comprehensive programs and initiatives to inspire, guide, and equip students with the necessary skills and knowledge, fostering a spirit of entrepreneurship and empowering them to embark on successful self-employment ventures.

A recent Tracer study has shown that approximately 20 % of graduates have chosen to pursue self-employment opportunities, showcasing a growing trend towards entrepreneurial strives among the new generation of professionals.

For details;

Volume 7, Annex 2, Tracer Study Report

Volume 7, Annex 13, Program records on self-employment

100. Does the institution have an Alumni Association? (0.5)

Yes No

If yes, indicate the activities of the Alumni Association.

The Triton International College Alumni Association was founded following extensive discussions and collaboration with graduates who shared invaluable insights and perspectives, which played a significant role in shaping the association's vision and mission. The college administration is eager and optimistic about the potential impact of the Alumni Association in advancing job placement opportunities and enhancing the professional capacity of our students, recognizing the vital role they can play in supporting our students' career development and growth.

For details;

Volume 7, Annex 14, Alumni Association formation meeting minutes.

Volume 7, Annex 15, Composition of Alumni Association

Volume 7, Annex 16, Meeting minutes of Alumni Association

101. How the policies and criteria of admission are made clear to prospective students? (0.5)

To inform prospective students about the enrollment process, the college publishes notices and information using a variety of platforms, including their website, social media channels, television broadcasts, and other national media outlets.

The updated prospectus, containing detailed information about the programs and facilities, was extensively distributed to a wide population in order to effectively attract and inform prospective students about the opportunities available at the institution.

Enrollment counselling services, which included detailed information about academic programs, financial aid options, and campus facilities, were offered to prospective students who had visited the college. This comprehensive approach enabled the college to reach a broad audience and provide detailed guidance on the enrollment procedures.

For details;

[Volume 7, Annex 17, Social media and website screenshot](#)

[Volume 7, Annex 18, Published notice using a variety of communication platforms](#)

[Volume 7, Annex 19, Records of Enrollment Counselling](#)

102. State the admission policy of the institution with regard to international students. (0.5)

Triton International College, as an affiliate of Tribhuvan University, aligns its enrollment procedures for international students with the university's policies. Despite this connection, the college has taken a proactive approach by establishing an independent International Student Support Unit. This unit is dedicated to providing assistance and guidance to international students, ensuring a smooth transition and a positive academic experience within the college environment. However, international students seeking admission at Triton International College should ensure that they meet the specific admission criteria set by Tribhuvan University.

For details;

[Volume 2, Annex 6, Internal quality assurance directive \(amended in 2023\), pp. 27](#)

[Volume 7, Annex 20, Decision of College Management Committee for establishment of International Student Support Unit](#)

103. What are the support services given to international students? (0.5)

• International student service office	<input checked="" type="checkbox"/>
• Special accommodation	<input checked="" type="checkbox"/>
• Induction courses	<input checked="" type="checkbox"/>
• Socio-cultural activities	<input checked="" type="checkbox"/>
• Welfare program	<input checked="" type="checkbox"/>
• Policy clearance	<input type="checkbox"/>
• Visa Support	<input checked="" type="checkbox"/>

The terms of reference for the international student support unit are well-defined. This unit offers various services including accommodation, induction courses, social-cultural activities, welfare programs, policy clearance, visa support, and language training for international students.

For details;

[Volume 2, Annex 6, Internal quality assurance directive \(amended in 2023\), pp. 27](#)

104. What are the recreational / leisure time facilities available to students? (1)

- Indoor games
- Outdoor games
- Nature Clubs
- Debate Clubs

- Student Magazines
- Cultural Programs
- Audio Video facilities
- Any others -----

Nature, Culture, and Debate clubs have been set up to engage students in environmental protection activities, foster an appreciation for the diverse aspects of culture, and enhancing the overall knowledge base of the students. These clubs provide a platform for students to actively contribute to sustainable initiatives, celebrate different cultural traditions, and broaden their understanding of the world around them, thereby promoting a well-rounded educational experience.

For details;

[Volume 2, Annex 6, Internal quality assurance directive \(amended in 2023\), pp. 21](#)

[Volume 4, Annex 11, List of audio-visual tools used by the faculty](#)

[Volume 7, Annex 21, List of indoor games and outdoor games](#)

[Volume 6, Annex 22, Activities records and photographs of Nature, Culture and Debate club](#)

CRITERION 7: INFORMATION SYSTEM (10 MARKS)

105. Is there any cell in the institution to analyze and record various academic data? (2)

Yes No

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

In Triton International College, the academic department has been established to manage the development and implementation of various educational programs and to support students in their academic pursuits.

The Educational Management System Unit (EMIS Unit) has been structured to operate collaboratively and inclusively, actively involving stakeholders in the data management process.

Consistently, the respective department and EMIS Unit work closely together to thoroughly analyze and evaluate, a wide range of academic data, ensuring that all pertinent information is carefully recorded and effectively utilized for decision-making purposes.

For details;

[Volume 2, Annex 6, Internal quality assurance directive \(amended in 2023\), pp. 5-7 & 27](#)

[Volume 4, Annex 5, Students's result analysis records](#)

[Volume 8, Annex 1, EMIS Unit establishment decision of College Management Committee](#)

106. What are the areas on which such analysis is carried out? (1.5)

The academic departments, along with the Education Management Information System (EMIS) Unit, regularly conduct thorough analyses of various critical datasets about educational outcomes, human resource management, student performance, financial standing, and other essential areas. The data were categorized into various themes and subsequently analyzed.

- a) Data analysis thematic areas;
- b) Human resources
- c) Student enrollment, diversity of students, dropout, examination appearing, pass rate and graduation rate.
- d) Income and expenditure
- e) Student support service- counselling service, use of library etc.
- f) Employability of graduates.

For details;

[Volume 2, Annex 18, Academic audit report](#)

[Volume 7, Annex 2, Tracer Study Report](#)

[Volume 8, Annex 2, Annual report](#)

107. How these analyzed data are kept in the institution records? (1)

In the past, prior to the installation of EMIS, data and information were traditionally stored in physical printed format. This tedious process often made accessing and managing data cumbersome and time-consuming. However, with the introduction of EMIS, a cloud-based system, there was a significant shift in how data was managed and stored. By moving to a cloud-based system, the college has been able to update data management processes, allowing for easier access, increased efficiency, and enhanced data security.

For details;

[Volume 8, Annex 3a, Screenshot of EMIS](#)

[Volume 8, Annex 3b, EMIS produced reports](#)

108. Are these information open to the stakeholders? (1)

Yes No

If yes, explain how they are disclosed?

The integral role of the Public Information Committee involves managing the effective dissemination of crucial information and valuable data to various stakeholders through a multifaceted approach. The dissemination of information and data was accomplished through various channels, including the official website of the college, social media platforms, the distribution of informative publications such as the annual report, and the production of printed documents.

For details;

[Volume 8, Annex 2, Annual report](#)

<https://www.triton.edu.np>

[Volume 8, Annex 5, Records of study dissemination programs](#)

109. Are the methods of study and analysis also open to the stakeholders? (1)

Yes No

The survey report is skillfully written to be readily available and easily accessible to all stakeholders through a variety of multimedia platforms. Within these reports, detailed descriptions of the methods employed during the study process are methodologically outlined, providing a comprehensive overview of the research strategies and approaches utilized. Moreover, the reports offer an insightful analysis of the specific study conducted, delving deep into the data collected to draw meaningful conclusions and actionable insights for the benefit of all stakeholders involved in the project.

For details;

[Volume 2, Annex 18, Academic audit report](#)

[Volume 7, Annex 2, Tracer Study Report](#)

[Volume 8, Annex 2, Annual report](#)

<https://www.triton.edu.np>

[Volume 8, Annex 5, Records of study dissemination programs](#)

110. Is there any mechanism to receive comments or feedbacks on the published data? (1)

Yes No

If yes, explain how does it happen?

The Methodologically Research Management Committee diligently conducted an in-depth evaluation study to assess the effects of disseminating public information across various channels. The committee analyzed the effectiveness and outcomes of the information dissemination process, examining how it impacted different target audiences and evaluating the overall success of the initiative.

For details;

[Volume 8, Annex 6, Decision of Research Management Committee to carry out impact's evaluation of the public information](#)

[Volume 8, Annex 7, Study report on impact's evaluation of the public information](#)

111. What are the impacts of such information system on decision making process? (1.5)
Produce in brief the impact analysis.

Organizational decision-making processes are significantly impacted by information systems. Below is an impact analysis:

Information systems are invaluable tools that aid in the process of making informed decisions. Information systems provide precise, current data and executing various analytical information and data for decision making. Here are some examples that can help clarify the impacts of information system in decision making process.

- Formulation of academic, educational and others plans for instance preparing enrollment plan.
- Formulation of Faculty Development Plan.
- Formualtion of strategic plan.
- Review strategic plan and its action plan.

For details;

[Volume 8, Annex 7, Study report on impact's evaluation of the public information](#)

112. Give examples of quality improvements initiated due to the use of information system.

- Conduct internal academic audits
- Human resource planning.
- Organize capacity development activities for faculty.
- Preparation of Self-study report.
- Development of physical infrascture and facilities.
- Improvement of website.
- Improvement in social media channels.
- Improvement in EMIS.
- Update in library resources.
- Improvement in decision-making.

For details;

[Volume 8, Annex 7, Study report on impact's evaluation of the public information](#)

CRITERION 8: PUBLIC INFORMATION (10 MARKS)

113. Is there public information cell within the institution? (2)

Yes No

If yes, give details.

By acceptance of a participatory approach to governance and decision-making, the college management committee has proactively taken a significant step by establishing the Public Information Committee. This committee plays a pivotal role in ensuring transparency and engaging with various stakeholders. The composition of the Public Information Committee includes key members such as the coordinator, who serves as the chief executive officer responsible for the overall management and coordination of the committee's activities. Additionally, the committee comprises a diverse group of individuals, including members from the Student Quality Circle who provide valuable insights and perspectives, and staff members who contribute their expertise and experience.

For details;

[Volume 2, Annex 6, Internal quality assurance directive \(amended in 2023\), pp. 14-15](#)

[Volume 7, Annex 3, Decision of Public information committee for publication of updated prospectus](#)

[Volume 9, Annex 1, Decision of college management committee formation of public information committee.](#)

114. What are the areas of information published by the cell? (1)

- Academic (0.25)
- Administration (0.25)
- Financial (0.5)
- All (1.0)

The Public Information Committee plays a vital role by publishing a diverse range of informative documents. These include annual reports, tracer study reports, academic audit reports, magazines, study reports and prospectus to educate the college's stakeholders. In addition, the Public Information Committee is making and disseminating a wide array of electronic resources that aim to inform and educate the public on various subjects.

For details;

[Volume 2, Annex 18, Academic audit report](#)

[Volume 4, Annex 23, Student Experience Survey Report](#)

[Volume 5, Annex 7, Journals published by the Triton International College](#)

[Volume 7, Annex 2, Tracer Study Report](#)

[Volume 8, Annex 2, Annual report](#)

115. Where are these information published? (1.5)

- Newspapers (0.5)
- Magazines (0.5)
- Institutional special magazine dedicated for this (0.5)

TIC publishing prospectuses that outline program details, academic audit reports, magazines featuring student achievements, student experience surveys to enhance student services, annual reports outlining organizational performance, and tracer studies tracking graduates' career trajectories.

TIC significantly enhanced the information dissemination process through strategic

utilization of various online media platforms. These platforms included popular channels like Facebook, online newspapers, blogs, websites, and a range of social media networks, effectively reaching diverse audiences and engaging them with valuable content.

For details;

[Volume 9, Annex 3, Newsletter of TIC](#)

[Volume 9, Annex 4, Others publication published by the TIC](#)

116. How often are these information published? (1)

- Yearly (1)
- In 4 years (0)

The public information committee is actively involved in publishing various important documents and reports related to student experiences, such as the student experience survey, prospectus, academic audit report, tracer study report, journals, and other annual study reports. In terms of magazines and other publications, these publications are released periodically, observing a set schedule for distribution and circulation within the targeted audience.

For details;

[Volume 2, Annex 18, Internal Academic Audit Report](#)

[Volume 4, Annex 23, Student Experience Survey Report](#)

[Volume 5, Annex 7, Journals published by the Triton International College](#)

[Volume 7, Annex 2, Tracer Study Report](#)

[Volume 8, Annex 2, Annual report](#)

117. Mention all such publications of last two years (1)

Areas	Year I	Year II
Academic	Brochure (BCA and MBS, BBS and MBS)	Brochure (BCA and MBS, BBS and MBS)
Academic	Newsletter Volume 1, Issue 1	Volume 2, Issue 1

For details;

[Volume 9, Annex 5, List of publications of the last two years](#)

118. Does the cell also collect responses, if any, on the published information? (1)

Yes No

If yes, give details

By following the established research methodology, the Research Management Committee is actively engaged in conducting a comprehensive study aimed at evaluating the annual impact of public information dissemination on various aspects such as public awareness, decision-making processes, and overall community engagement.

For details;

[Volume 8, Annex 7, Study report on impact's evaluation of the public information](#)

119. Is there any system to evaluate the impact of public information on quality improvements? (1)

Yes No

If yes, how these impacts are measured?

The assessment of how public information influences quality enhancements has been thoroughly examined through the impacts study of the public information initiative. This comprehensive study delved into analyzing the effects of disseminating relevant information to the public in order to drive improvements in quality standards.

Methodology of the impacts assessment;

Questionnaire:

A survey questionnaire was prepared to effectively gather comprehensive information on the various impacts of public information.

Survey Participants:

The survey participants included students who were pursuing various disciplines, staff members from different departments, faculty members teaching diverse subjects, and members of the board of directors overseeing institutional decisions.

The organization's transparency has significantly improved as a result of the adoption of public information practices, which provide interested parties with timely and accurate information on events, academic programs, and institutional developments. Increased community involvement and trust-building have been two benefits of this transparency for students, instructors, alumni, and other stakeholders. Through the facilitation of informed decision-making processes, public information approaches have also contributed to the enhancement of the institution's reputation and the development of a culture of excellence and accountability.

For details;

[Volume 8, Annex 7, Study report on impact's evaluation of the public information](#)

120. Mention some positive impacts made by the public information practice. (1.5)

Based on empirical evidence and lessons learned, it has been observed that public information has the following effects impacts;

- (1) Students, staff, faculty, guardians, and key stakeholders are effectively briefed and updated on the various events, course offerings, and engagement opportunities at the TIC.
- (2) Students, staff, and faculty members are consistently kept up-to-date and well-informed about all examination schedules by the university and college calendar system.
- (3) Students, staff, and faculty are regularly educated and informed about their day-to-day responsibilities and roles.
- (4) Consistently managed and upheld effective communication both within the TIC and with external stakeholders to ensure information flow and transparency.
- (5) Alumni are highly knowledgeable about the TIC as they regularly access various public information channels, such as the official website, social media platforms, and newsletters, which help keep them updated on the latest developments.

For details;

[Volume 8, Annex 7, Study report on impact's evaluation of the public information](#)

SECTION C

PREAMBLE

Establishment

Triton International College, a prominent Nepali academic institution, is known for its exceptional education standards and commitment to holistic development. Founded by a dedicated team of experts, the college offers high-quality learning opportunities and is a top choice for those seeking a well-rounded educational experience. Triton International College, renowned for its 19-year history of excellent higher education, is affiliated with Tribhuvan University.

Programs

The Triton International College offers a variety of programs including Master of Business Studies (MBS), Bachelor of Business Studies (BBS), Bachelor of Computer Applications (BCA), and Bachelor of Social Work (BSW). These programs follow the curriculum set by Tribhuvan University.

Institutional Vision

The college aims to become Nepal's top institution, focusing on academic excellence, facilities, and student experience to create a nurturing environment that inspires and empowers students to reach their full potential.

Initiatives for internal quality assurance

Enforcement of Policy and Guidelines

The college has enforced a wide-ranging set of policies and guidelines to ensure quality assurance and foster a culture of continuous growth within the institution. The policy and guidelines guide shaping and directing various aspects, including human resource management strategies, academic program development, student support services enhancement, research facilitation, and infrastructure development planning.

Teaching and Learning

TIC has made strategic investments in upgrading its IT infrastructure to support cutting-edge technologies, providing extensive training opportunities for teachers to enhance their capacity, and implementing innovative changes in teaching methods to improve teaching and learning. Departments and teachers are working to develop a teaching plan and implement it in the classroom to improve overall teaching and learning.

Research and Extension

A responsible committee has been established with the specific purpose of managing the various research and extension-related activities. The college allocated a substantial budget to support the advancement of research activities and the execution of various extension activities. The college actively promotes academic research among its faculty and students, encouraging the publication of findings in diverse journals. Under the guidance and support of dedicated teachers, the college has successfully published its journal.

Student Support Services

The college has established a comprehensive counselling unit to cater to diverse student needs and has implemented effective scholarship systems, awarding scholarships for students

to support their studies. The TIC offers a well-managed cafeteria for students to enjoy a variety of meals. In addition, the library has been transformed into an e-library, granting students unlimited access to its resources seven days a week for their academic needs.

IT Infrastructure

The college, which has implemented an integrated Educational Management Information System (EMIS), has provided each student, teacher, and staff member with a unique login ID. Furthermore, the college has made substantial financial investments in enhancing its IT infrastructure and facilities, to provide a conducive technological environment for all.

Network and Collaboration

The college has been actively dedicated to establishing and fostering connections with both national and international organizations to facilitate collaborative research initiatives, enhance job placement services for students, and augment the teaching-learning environment.

Public Information

The college invested significant financial resources and dedicated manpower to enhance the effectiveness of disseminating public information to its stakeholders. As part of this initiative, the college actively published a diverse range of publications to educate and inform its various stakeholders, including students, faculty, staff, and the local community.

CRITERIA-WISE NARRATIVES AND ANALYSIS

The college has officially set up and clearly outlined the guidelines and responsibilities of the Internal Quality Assurance Committee. The IQAC is working to maintain and improve the organization's academic and administrative quality standards. The Internal Quality Assurance Cell (IQAC) has executed a wide range of constructive activities and successfully obtained Letters of Intent (LOI) from the University Grants Commission. After the successful acquisition of the Letter of Intent (LOI), the Internal Quality Assurance Cell (IQAC) dedicated approximately 10 months, to preparing and organizing all the necessary information for the Self-Study Report (SSR). The IQAC's rigorous efforts ensured that the SSR was detailed and reflective of the institution's strengths and areas for improvement.

Criterion 1: Policy & Procedures

Current status

- 1) Triton International College has developed a five-year strategic plan that envisions the future direction of the institution. Alongside this plan, the college has developed operational guidelines and set forth clear bylaws that govern its operations. These guiding documents have been implemented to drive the college towards its goals and ensure smooth and efficient functioning. In terms of participatory manners, a micro-evaluation was conducted to review and update the organizational structure of the college, bringing about necessary revisions and improvements to promote better communication and efficiency within the institution.
- 2) The IQAC and various other committees are working on developing and implementing a strategic plan of action to achieve the predetermined goals and objectives of the organization.
- 3) The college has implemented a structured system that updates the job descriptions of both teaching and non-teaching staff members.
- 4) Based on the provided job description, the college is conducting performance evaluations for both teaching and non-teaching staff members to assess their periodic performance.
- 5) In the Institutional Quality Assurance Cell (IQAC), students play an integral role as of the key members responsible for contributing to various quality enhancement initiatives.
- 6) The Internal Quality Assurance Committee (IQAC) has developed a tool for conducting academic audits internally. This framework is systematically implemented by the IQAC yearly to assess academic and research-related activities.

Future direction

- 1) The college should prioritize the implementation of an effective e-governance and management system to modernize administrative processes, improve communication between teachers, staff, and students, and improve the overall performance of the college.
- 2) There are still some important policy and guideline aspects that need to be implemented, particularly in areas such as the development of a plagiarism policy.
- 3) Ensuring the proper implementation of the plan of action that has been devised as part of the strategic plan.
- 4) Review and adjust the content of self-sustaining courses in the curriculum to align with the evolving needs and trends of the market.

Criterion 2: Curricular Aspects

Current status

- 1) The deputized committee conducts a comprehensive survey, known as the Student's Experience Survey, with the primary objective of evaluating and obtaining feedback on the various experiences encountered by the students during their study period.
- 2) Established a responsible and professional committee that is focused on delivering impactful soft skills and life skills programs to meet the needs of our students. Periodically, the committee organizes a varied series of soft skill and life skill development programs to foster personal growth and enhance the skills and knowledge of the students.
- 3) The college offers additional focused programs designed to complement the regular academic curriculum and provide students with more focused and specialized knowledge and skills.
- 4) Set up a highly effective system that facilitates the obtaining of feedback and suggestions from both academic peers and employers.
- 5) The formal memorandum of understanding (MOU) was started and executed between Triton International College and various institutions and organizations.

Future direction

- 1) To boost teacher preparedness, it is essential to organize structured curriculum orientation programs.
- 2) The curriculum evaluation process should be expanded to include a broader range of perceptions and include more specific criteria for a complete and detailed assessment.
- 3) Conduct an in-depth assessment of teachers' skills gaps to identify and address any existing gaps.

Criterion 3: Teaching-Learning and Evaluation System

Teachers have rich experience and are committed to delivering effective education for students. Teachers are continually diversifying their teaching methods by incorporating a variety of tools and techniques to engage students. Each teacher plans lessons to meet the specific needs and learning styles of their students. Orientation programs are designed to acquaint students with the various programs, evaluation systems, and college policies. Teachers have been incorporating both traditional and modern two-way teaching methods to effectively connect with and involve learners in the classroom. Academic calendars outline the entire curriculum delivery process for both the semester and academic year, offering a structured framework for organizing courses, assignments, exams, and important deadlines that guide students and faculty members. Teacher training programs are considered a top priority at the college. Each respective department is planning and implementing a faculty development plan to upgrade teaching standards among the teachers.

Current status

- 1) Qualified and experienced teacher working at the Triton International College.
- 2) The majority of teachers use modern technologies, such as interactive whiteboards, educational software, and online resources.
- 3) Implementing a structured faculty development plan.
- 4) The provision of guest lectures on various specific topics.
- 5) The college strongly encourages and supports its teachers to develop and execute a teaching plan.
- 6) The system has arranged and scheduled an orientation class to familiarize students with key information and resources available in the college.

- 7) Teachers are effectively incorporating a wide range of engaging teaching methods and audio-visual aids.
- 8) Departments are tasked with the important responsibility of coordinating and arranging remedial classes specifically designed to support academically weak students.

Future direction

- 1) Expansion networks with national and international higher education institutions.
- 2) Facilitate the coordination and implementation of faculty exchange programs.
- 3) Organize learner-engaged pedagogical training sessions for teachers.
- 4) Develop modern IT-related facilities in the college.

Criterion 4: Research, Consultancy and Extension

Triton International College is enthusiastic to promote a research culture within the college. The college has adopted a policy to encourage faculty and students to engage in innovative research initiatives that contribute meaningful research outputs. To promote academic interdisciplinary research and maintain high research standards, the college has implemented a specific research policy. The college provides financial support to both students and teachers, enabling them to engage in outstanding mini-research projects. The publication of a journal by the college is a notable and tangible outcome that shows the contributions of its students and faculty members.

Current status

- 1) The research management committee is rigorously working to enhance academic research quality and promote innovation.
- 2) There is a provision within the organization to allocate budgetary resources specifically kept for various essential research projects undertaken by research scholars.
- 3) The college provides financial support for exceptional research projects by offering funding opportunities to researchers with innovative and promising proposals.
- 4) The research management committee is planning and coordinating a variety of capacity development programs for students and teachers.

Future direction

- 1) Implement a teacher's workload to promote academic research.
- 2) Collaborate with a diverse range of international and national organizations to foster cross-cultural partnerships.
- 3) Encourage collaborative research and its publication between teachers and students.
- 4) Promote specialized and client-focused research consulting services.

Criterion 5: Infrastructure and Learning Resources

Triton College is efficiently utilizing a spacious 1526.20 square-meter area for academics and various other activities, with a modern 7-storey building equipped with a convenient lift system in place to facilitate student access and movement within the facilities. At Triton College, there are 30 rooms designated for various functions such as teaching and administrative work, providing ample space for a wide range of activities to support students and staff members.

The computer labs in college are well-equipped with the latest technology and software updates, ensuring that students have access to cutting-edge resources for their academic work, while the library has a wide collection of books and online databases to support research and learning.

The college has a spacious cafeteria that serves healthy foods, offering a variety of nutritious options for teachers, students, and staff to enjoy during their time at the college. The college has a sufficient number of separate restroom facilities constructed for girls, boys, and staff members. All classrooms are equipped with overhead projectors, which teachers are utilizing for teaching and learning.

Current status

- 1) The college has spacious and abundant land available for various activities.
- 2) The college has seven-storey buildings and enough rooms for academic and administrative purposes.
- 3) The college established a state-of-the-art computer lab, equipped with the latest technology and resources.
- 4) The building complex features a convenient underground parking system for teachers, staff, students and visitors.
- 5) College providing hostel facilities.
- 6) The college constructed a badminton court, basketball court, and table tennis board to provide students with physical activity and sports recreation.
- 7) The college has installed CCTV and other administrative software.
- 8) The college established an e-library.
- 9) The college provides an efficient sanitary pad distribution system for girls and female teachers, and staff.
- 10) An established repair and maintenance system for physical infrastructure and facilities.

Future direction

- 1) Analyze the current growth patterns and developmental trends of the college and implement a strategic plan of action for upgrading the infrastructure facilities in alignment with the growing needs of the college.
- 2) It is recommended to adopt essential disaster preparedness strategies to ensure readiness and safety in case of emergencies.
- 3) It is important to install fire extinguishers in strategic locations throughout the building to safeguard the safety and protection of everyone in case of a fire emergency.
- 4) The establishment of an interlibrary loan service serves as a valuable resource for libraries to share materials.
- 5) Increase a various collection of e-books in the electronic library.
- 6) Organize informative orientation programs for the students to educate them on effective disaster preparedness strategies.

Criterion 6: Student Support and Guidance

Triton International College is devoted to providing student support services that are accountable, ethical, and reliable, ensuring that each student receives the assistance they need to prosper academically and personally. So, the college has invested in the establishment of mechanisms and systems to deliver quality student support services. The college has established different committees and cells, such as placement, counselling, health, and scholarship-related committees and units.

Current status

- 1) A proficient team is working to provide counselling, internships, and placement services for students and graduates.

- 2) There is a clear and beneficial provision in place to offer scholarships to students who meet the eligibility criteria.
- 3) A system has been developed to facilitate effective communication regarding the admission process and to inform prospective students.
- 4) Remedial classes are offered to students who have received unsatisfactory results.

Future direction

- 1) Establish an organized database system for the alumni association.
- 2) Collaborate with alumni associations to promote internships and job placement services.
- 3) Increase the number of Memorandums of Understanding (MoUs) with promising industries to promote partnerships.

Criterion 7: Information System

The college has made a significant investment in both financial resources and dedicated efforts to transition towards a paperless environment at the college, emphasizing the digitalization of the college. The college has implemented an advanced educational management information system that integrates various aspects of the educational process and administrative functions, enhancing efficiency and effectiveness. The college is dedicated to the collection, thorough analysis, and secure storage of data to support its operations effectively and ensure seamless decision-making processes.

Current status

- 1) An integrated and comprehensive educational management information system has been successfully installed.
- 2) The Login ID required to access the Educational Management Information System has been distributed to around 700 users.
- 3) A cloud-based system was utilized to securely store and access important data.

Future direction

- 1) Formulate a comprehensive and up-to-date IT and Data Security policy that addresses current cyber threats and trends.
- 2) Establishing a comprehensive data bank at the college will allow for the efficient storage, management, and access of all relevant information.

Criterion 8: Public Information

The college is dedicated to implementing various strategies to enhance the visibility and recognition of the college in different regions of Nepal and to increase awareness and visibility with the local community and wider stakeholders. The college is actively involved in the publication of a wide range of print and electronic materials to effectively disseminate information and enhance communication within the community and stakeholders.

Current status

- 1) The college launched an updated version of its website, featuring new design elements, enhanced functionality, and user-friendly navigation for students, faculty, and visitors.
- 2) The college publishes a wide range of publications to inform stakeholders about.

Future direction

- 1) Assigning full-time staff members specifically to tasks related to publication and communication.
- 2) Formulate and implement communication policy.