



PRT VISIT RESPONSE REPORT

SUBMITTED BY

MID-WEST UNIVERSITY SCHOOL OF MANAGEMENT

BIRENDRANAGR, SURKHET, KARNALI PROVINCE

AUGUST 2023

SUBMITTED TO

UNIVERSITY GRANTS COMMISSION

HIGHER EDUCATION QAA COUNCIL

QAA DIVISION, SANOTHIMI, BHAKTAPUR



1. Background

Mid-West University School of Management (MUSOM), an autonomous institution of Mid-West University, Surkhet, is committed to providing quality management education through conduction of MBA, BBA, BHM, and Entrepreneurship Program. MUSOM has four functional departments; Department of Graduate Studies, the Department of Undergraduate Studies, Department of Research, Innovation & Entrepreneurship, and the Exam Cell to ensure quality education service. MUSOM participated in UGC QAA system with the purpose of developing MUSOM into the world-class business school in Nepal by working on the UGC QAA-based academic steps and values. UGC PRT team under the leadership of Prof. Dr. Kesar J. Baral visited the School and completed ground observation. PRT team produced Peer Review Report of PRT Assessment of MUSOM in November 2022 providing clear review with recommendations for further improvement of the MUSOM SSR in line with the MUSOM academic and infrastructure status. This PRT response report was prepared by MUSOM SAT to address issues as recommended in the peer review report of peer review team's assessment. completed and got approved its SSR as per university grants commission QAA regulations. The response report has honestly addressed recommendations given by PRT Team.

2. Purpose of the Report

To ensure MUSOM has worked effectively on recommendations made by the PRT team for accreditation.

3. Process of Report Preparation

MUSOM SAT adopted the following process during the course of preparing this response report:

- MUSOM SAT Team held its meeting on—Shrawan 13, 2079 BS (July 29, 2022) and critically reviewed suggestions and recommendations made by Pre visit team.
- Meeting decided to address issues made by pre visit team and SAT was given one six months to complete the task.
- IQAC meeting held on Shrawan 17, 2079 BS to help SAT in course of improving SSR and completing Response Report.
- SAT submitted Response Report to IQAC on Sunday, 28 Shrawan, 20780 BS (August 13, 2023).
- IQAC held meeting on Monday, 29 Shrawan, 2080 BS (August 14, 2023) to approve PRT response report prepared by SAT team.
- IQAC observed the report and found it sound for submission.



4. Responses/Action Taken

| Criteria | Recommendations | Actions Taken/ Activities Done | Documents in the Annex | Annex No. | Page No. |
|---|--|--|--|-----------|----------|
| 1. Policy and Procedure | -Develop the policy to review plans, policies and its achievements periodically. | SAT under IQAC coordinator carried out task of preparing the policy to review plans, policies and its achievements periodically. | Policy for Review of Plan, Policy, & Periodic Achievements 2023 | 1.1 | 1-8 |
| | | Governing Council approved the policy, and school started implementing it. | - Formation of task team in the chair of director by Management Council to review plans, policy and achievements for the last two years. | 1.2 | 1 |
| | Align plans, policies, and guideline/working procedures developed with each other to avoid duplication and overlapping of the functions. | Management Council decided to rearrange plans, policies and guideline/working procedure to avoid duplication and overlapping of the functions. | Decision by management council | 1.3 | 1 |
| Formulate the strategies to attract excellent students, identify slow learners, and increase the pass | Management council formulated Strategies to Attract Excellent Students, Identify Slow Learners, and Increase Pass | Strategies to Attract Excellent Students, Identify Slow Learners, and Increase Pass Percentage 2023 | 1.4 | 1-3 | |



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| | percentage. | Percentage 2023 | | | |
| | Restructure the organogram of the school to incorporate all committees and cells | Management Council restructured the organogram of the school | Organogram | 1.5 | 1 |
| | Organize the Operating and Development Implementations Guidelines, (OODIG) 2021, in a legal document framework. | OODIG is reframed into OPERATING REGULATIONS & IMPLEMENTATION GUIDELINES FOR MID-WEST-UNIVERSITY SCHOOL OF MANAGEMENT 2023 as per legal document framework. | OPERATING REGULATIONS & IMPLEMENTATION GUIDELINES FOR MID-WEST-UNIVERSITY SCHOOL OF MANAGEMENT 2023 | 1.6 | 1-275 |
| | Develop a comprehensive human resources development plan. | Management council has prepared HR Plan entitled MUSOM Human Resource Plan 2023-2028 | MUSOM Human Resource Plan 2023-2028 | 1-7 | 1-7 |
| 2 Curricular Aspects | Make skill-oriented (both soft and professional) training courses available to students on a regular basis in order to improve their learning capacity and professional | MUSOM has developed Entrepreneurship Development Training, English and Microsoft Skills Enhancement Training Courses. | -Entrepreneurship Education Program | 2a | 1-20 |
| | | | -Training, English and Microsoft Skills Enhancement Training Courses. | 2b | |



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| | skills. | | | | |
| 3 Teaching Learning and Evaluation System | Meet the requirement to maintain the proportion of full-time faculty members to part-time faculty members as required by UGC to be eligible criteria to be in QAA Process. | MUSOM has already notified for recruiting full-time faculty as per policy. | Notice and selection process | 3.1 | 1-2 |
| | Implement the four-dimensional appraisal system (self-appraisal, peer appraisal, performance appraisal, and student appraisal) and use the result in the decision-making process. | MUSOM has already implemented a four-dimensional appraisal system and has improved it as recommended by PRT | OPERATING REGULATIONS & IMPLEMENTATION GUIDELINES FOR MID-WEST-UNIVERSITY SCHOOL OF MANAGEMENT 2023 | 1.6 | 87-102 |
| | Facilitate MIS services among faculties in order to maintain internal and examination evaluation and provide required feedback to students. | EMIS is improved as per suggestion | A focal person is appointed to manage the feedback system. | 3.2 | 1 |
| | Reorient the pedagogy of teaching and learning (link | FDP is implemented as suggestions | FDP program | 3-3 | 1 |



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| | teaching and learning to the practices | | | | |
| | Conduct the survey of parents and students of the institution regarding offering Bachelor programs in day shift. | Management council has assigned it to DRIE to complete within 2080/81 | Decision | Annex 1.2-3 Decision no.5 | 1-2 |
| 4 Research, Consultancy, and Extension | Allocate a minimum 5% of the school's total operating budget to the research budget, prepare an annual action plan guided by research policy, and ensure utilization of the allocated research budget. | MUSOM has allocated 5% budget for research | Budget plan 2080/81 | 4.1 | 1-3 |
| | Prepare strategy/policy and annual plan of action to offer consultancy services at the institutional level and implement the institutional plan accordingly. | MUSOM has prepared Consultancy Policy and Procedures | Consultancy Policy and Procedures | 4.2 | 1-9 |
| | Publish journals online and encourage faculty members | DRIE is going to publish a Journal of Entrepreneurship | Online Journal of Entrepreneurship & Management Studies after | 4.3 | 1 |



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| | to publish research papers and articles. | and Management Studies online. | faculty research completion soon. | | |
| | Collaborate with potential employers to conduct extensions and the outreach program. | MUSOM has signed MOU with organizations | MoU with different institutions | 4.4 | 1-2 |
| 5 Infrastructure and Learning Resources | Prepare infrastructure utilization and maintenance plan. | MUSOM has prepared an infrastructure utilization and maintenance plan | infrastructure utilization and maintenance plan | 5.1 | 1-2 |
| | Operate Business Incubation Center with the collaboration of local stakeholders. | MOU with local stakeholders to operate the incubation center | MOU | 4.4 | 1-6 |
| | Manage the available space for cells, and faculty members (cubical partition). | Partition has been made as per recommendations. | Photo of the partition | 5.2 | 1 |
| | Construct canteen and sports (volleyball and basketball) facilities. | Plan to construct canteen and sports (volleyball and basketball) facilities. | Plan | 5.3 | 1-2 |
| | Separate store space needs to be established. | A separate store is established | Photo of the space | 5.4 | 1 |
| | Establish a computer lab, E-library (online and offline), and Wi-Fi Zone. | Computer lab established with E-library and Wi-Fi Zone. | DPR | 5.5 | 1 |



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| | Recruit a professional librarian with the minimum qualification of BLib. By the next accreditation cycle. | Decision to recruit professional librarian within a year of 2080. | Management council decision | 5.6 | 1-2 |
| | Extend the reading space and space for the ladies changing room with the minimum sanitary facility. | Reading space managed and sanitary is managed as per recommendations. | Photo | 5.7 | 1-2 |
| | Add textbooks, and reference books in the library using the allocated budget. | Books bought as per budget | Bill paid | 5.8 | 1 |
| 6 Student Support and Guidance | Provide counseling and placement services to students through the formal mechanism as per the policy and working guidelines. | Consoler is appointed with schedule for guidance | Focal person and schedule | 6.1 | 1-2 |
| | Develop and institutionalize the policy for guiding and counseling students and allot the time slot for each subject. | Policy for counseling and time | Policy and schedule | 6.2 | 1-2 |
| | Formulate the policies to | Policy to collect and analyze | Policy | 6.3 | 1-2 |



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| | collect and analyze students' satisfaction and feedback. | students' satisfaction and feedback. | | | |
| 7 Information System | Integrate the Account section with the library, administration, and exam sections in EMIS. | Decision to integrate sections and implementation | Decision by Management council | 1.2.3 Decision no.4 | 1 |
| | Conduct impact analysis of EMIS and publish its result on regular basis for wider dissemination. | Schedule to carry out analysis of EMIS for publication and dissemination. | Schedule | 7.1 | 1 |
| 8 Public Information System | Establish a formal mechanism to manage public information. | Establishment of formal mechanism to manage public mechanism | Process of mechanism | 8.1 | 1 |
| | Conduct quality on the impact of public information on school image, quality enhancement, and enrollment. | Task force to carry out Survey on impact of information on school image, quality enhancement and enrollment. | Task team and its schedule | 7.1 | 1 |

5. Conclusion

MUSOM SAT prepared this response report to address the recommendations made by UGC PRT team. SAT followed legal process to complete the report. MUSOM Management Council and Governing Council also provided support in course of preparing and approving policies and guidelines included in this report. Recommendations given became handy and strategic tools to improve our knowledge and skills in terms of enhancing quality education in all 8 criteria. We learned ways to go ahead for quality improvement.



Prepared by
SAT Coordinator

Date: Aug. 16. 2023

Forwarded by
IQAC Coordinator

Approved by
Executive Director

6. Annexes

Annex 1.1: Policy for review of plan

Annex 1.2: Task Team Formulation by Management Council

Annex 1.3: Decision by Management Council

Annex 1.4: Strategies to Attract Excellent Students, Identify Slow Learners, and Increase
Pass Percentage

Annex 1.5: Organogram

Annex 1.6: Operating Regulations & Implementation Guidelines

Annex 1.7: HR Plan

Annex 2: 1a ESP Content

Annex 2: 1b Communication/It skills development

Annex: 3.1: Notice and Selection

Annex 3.2: Focal Person to manage data

Annex 3.3: FDP Schedule

Annex 4.1: Budget 2080/81

Annex 4.2: Consultancy Policy and Procedures

Annex 4.3: Online Journal Publication

Annex 4.4: MoU



Annex 5.1: Infrastructure utilization and maintenance Plan

Annex 5.2: MoU

Annex 5.3: Photos of partition

Annex 5.4: Photo of store

Annex 5.5: Photo of IT Lab

Annex 5.6: Decision

Annex 5.7: Photo

Annex 5.8: Bill paid

Annex 6.1: Focal person appointment and schedule

Annex: 6.2: Policy and Schedule

Annex 6.3: Policy

Annex 7.1: Schedule

Annex 8.1: Mechanism formulated