



**Operational Guideline
for Internal Quality
Assurance
2025**

**SIDDHARTHA MULTIPLE COLLEGE
BAFAL, KATHMANDU**

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Chapter 1: Preliminary

1.1 Preamble

This Operational Guideline has been developed to ensure systematic and coordinated efforts toward maintaining and enhancing the quality of academic, administrative, and institutional functions at Siddhartha Multiple College (SMC), Bafal, Kathmandu. It provides a clear framework to guide the college's internal operations, uphold standards, and promote a culture of quality, transparency, and accountability among all stakeholders.

Established in 1999, Siddhartha Multiple College, guided by its motto, "Education for Peace and Prosperity", has been delivering quality education through a student-centered teaching approach for more than two decades. Under the affiliation of Tribhuvan University (TU), SMC currently offers undergraduate programs in Bachelor of Business Studies (BBS), Bachelor of Arts in Social Work (BSW). The college is committed to fostering critical thinking, innovative learning, and practical application of knowledge. Its strong academic foundation, supported by qualified and motivating faculty members, well-equipped laboratories, and extensive library resources, ensures that each student receives the opportunity to grow and excel. With a focus on innovation, collaboration, and continuous improvement, SMC strives to create an academic environment that prepares students to address real-world challenges confidently and competently, upholding its core ethos of promoting peace and prosperity through education.

Through this document, the college reaffirms its institutional commitment to quality assurance, effective governance, and continuous institutional development, aligning its operations with the standards of the Quality Assurance and Accreditation (QAA) process of the University Grants Commission (UGC), Nepal.

1.2 Purpose of the Operational Guideline

The purpose of this Operational Guideline is to provide a structured and transparent approach for implementing and monitoring quality assurance mechanisms within Siddhartha Multiple College. It defines the roles, responsibilities, and procedures necessary to coordinate academic, administrative, financial, and student support activities.



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This guideline serves as a reference for all departments, committees, and units to ensure that institutional practices are consistent, evidence-based, and aligned with national quality assurance standards and the goals of the Quality Assurance and Accreditation (QAA) process.

1.3 Name of the Guideline and Commencement

- The name of this document shall be “Operational Guideline for Quality Assurance – 2025 (2082)” of Siddhartha Multiple College.
- This guideline shall come into effect immediately after its approval by the Management Committee of the College.

1.4 Definitions

Unless the context otherwise requires, the terms used in this guideline shall have the following meanings:

- “Guideline” means the Operational Guideline for Quality Assurance – 2025 (2082) of Siddhartha Multiple College.
- “College” means Siddhartha Multiple College, located at Bafal, Kathmandu, Nepal.
- “Management Committee” refers to the governing body of Siddhartha Multiple College responsible for policy formulation, approval, and overall administration.
- “Principal” means the administrative and academic head of Siddhartha Multiple College.
- “Committee” refers to any committee established under the provisions of this guideline for implementing and monitoring quality assurance activities.
- “Unit” means an academic, administrative, or support unit formed within the college for specific functions related to quality enhancement.
- “Academic Year” means the period defined as the academic calendar by the affiliated university.

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Chapter 2: Internal Quality Assurance Committee (IQAC)

2.1 Establishment of the Internal Quality Assurance Committee (IQAC)

To institutionalize the quality assurance system within the college, Siddhartha Multiple College (SMC) shall formally establish an Internal Quality Assurance Committee (IQAC). The Management Committee shall be responsible for the formation, restructuring, and oversight of the IQAC as per the provisions of this guideline. The committee will function as the central mechanism for planning, coordinating, and monitoring quality-related initiatives across all academic and administrative units.

2.2 Objectives of the IQAC

The main objectives of the Internal Quality Assurance Committee (IQAC) of Siddhartha Multiple College are:

- To institutionalize a systematic and sustainable mechanism for maintaining and enhancing the quality of academic and administrative performance.
- To promote a culture of quality through conscious, consistent, and continuous improvement in all areas of institutional functioning.
- To implement and uphold the benchmarks, standards, and indicators prescribed by the University Grants Commission (UGC) and the affiliated university.
- To encourage participatory and evidence-based quality enhancement practices.
- To ensure the alignment of institutional goals with national and international standards of higher education.

2.3 Composition of the IQAC

The Internal Quality Assurance Committee (IQAC) of Siddhartha Multiple College shall be composed of the following members:

- Coordinator:** Professor
- Member:** Department Head
- Member:** Faculty Representative
- Member:** Staff Representative

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Member: SQC Representative

Note: The Coordinator shall be a full-time faculty member or administrative leader committed to implementing quality assurance initiatives.

2.4 Tenure

The tenure of the IQAC members shall be four (4) years from the date of appointment.

2.5 Functions of the IQAC

- The IQAC shall perform the following key functions:
- Develop, apply, and monitor quality benchmarks, standards, and indicators in accordance with UGC and university guidelines.
- Plan and coordinate quality enhancement activities across all departments and administrative units.
- Organize orientation sessions, workshops, and seminars on quality-related themes.
- Maintain and update the institutional database through the Education Management Information System (EMIS).
- Conduct internal academic and management audits regularly and recommend improvement measures.
- Collect and analyze feedback from students, faculty, staff, parents, and stakeholders to inform decision-making.
- Prepare the Letter of Intent (LoI) and Self-Study Report (SSR) in close coordination with the Self-Assessment Team (SAT).
- Establish collaborative relationships with national and international agencies promoting quality education and research.
- Promote documentation, sharing, and adoption of institutional best practices.
- Ensure that quality assurance efforts are inclusive, participatory, and continuously improved through evaluation and reflection.
- Prepare and submit the Annual Quality Assurance Report to the Management Committee.

2.6 Meeting Procedures

- The IQAC shall hold regular meetings at least once every month or more frequently as required.



- The quorum for the meeting shall be a simple majority (more than 51%) of total members.
- The Coordinator, in collaboration with the Secretary, shall prepare and circulate the meeting agenda at least 48 hours prior to the meeting.
- The Secretary shall record the minutes of meetings, which shall be signed by both the Coordinator and Secretary.
- All records, reports, and decisions shall be maintained in both physical and electronic form for future reference.

2.7 Duties and Responsibilities of the IQAC Coordinator

The IQAC Coordinator shall serve as the leader and facilitator of the committee, ensuring coordination, communication, and progress across all quality initiatives.

Key responsibilities include:

- Leading the formulation of institutional quality policies, plans, and strategies.
- Supervising academic and administrative quality enhancement activities.
- Chairing IQAC meetings and overseeing the implementation of decisions.
- Coordinating capacity-building and orientation programs related to quality assurance.
- Establishing effective communication channels between the college administration, departments, and external agencies such as the UGC.
- Acting as a liaison between the IQAC, SAT, and the Management Committee.

2.8 Secretariat of the IQAC

A dedicated IQAC Secretariat shall be established within the college to support documentation, record-keeping, and administrative functions of the committee. The Secretariat shall be equipped with necessary facilities such as computers, printers, internet access, and stationery. The college shall allocate a specific annual budget to support IQAC operations, monitoring, and continuous quality improvement.

2.9 Annual Reporting and Academic Audit

The IQAC shall prepare and submit an Annual Quality Assurance Report (AQAR) to the Management Committee. Also, conduct an annual academic audit and present findings with recommendations for improvement.

2.10 Formation and Deformation

The College Management Committee shall have the rights to form or deform the IQAC.

Chapter 3: Self-Assessment Team (SAT)

3.1 Name

The name of this team shall be the Self-Assessment Team (SAT) of Siddhartha Multiple College.

3.2 Purpose of the SAT

The Self-Assessment Team (SAT) serves as the internal mechanism for examining, evaluating, and improving institutional performance across all academic, administrative, financial, and student support domains. It functions as the core team responsible for ensuring that institutional practices align with the standards and benchmarks of the Quality Assurance and Accreditation (QAA) framework set by the University Grants Commission (UGC).

3.3 Objectives

- To systematically collect, organize, and analyze data on institutional operations, including academic, administrative, research, and financial aspects.
- To identify institutional strengths, weaknesses, opportunities, and challenges (SWOC) through evidence-based analysis.
- To prepare, update, and submit the Self-Study Report (SSR) and other documents as required by the QAA process.
- To facilitate quality enhancement through regular monitoring and internal review mechanisms.

3.4 Establishment and Reorganization

The SAT shall be established by the Management Committee of Siddhartha Multiple College in accordance with this Operational Guideline. The Committee shall also be responsible for reorganizing or renewing the SAT as required by the institutional or QAA cycle.

3.5 Composition

The SAT shall consist of the following members:



Coordinator: Chairman, CMC
Member: IQAC Coordinator
Member: EMIS Unit Coordinator
Member: RMC Coordinator
Member: Department Head
Member: Faculty Representative
Member: Staff Representative
Member: Student Representative

3.6 Roles and Responsibilities

The SAT shall:

- Develop and update the Self-Study Report (SSR) as per UGC and QAA guidelines.
- Collect, evaluate, and verify data on institutional performance, teaching quality, research output, student support services, and resource management.
- Conduct internal self-assessment and prepare evidence-based quality gap analysis reports.
- Facilitate internal and external quality review visits, including those of the Peer Review Team (PRT).
- Support the EMIS Unit in maintaining and utilizing data for evidence-based decision making.
- Identify key areas for improvement and recommend strategic interventions to the IQAC and the Management Committee.
- Promote a culture of continuous quality improvement within the institution.

3.7 Frequency of Meetings

The SAT shall meet at least once a month or as required to discuss progress, review data, and update ongoing quality initiatives.

3.8 Term of Office

The Coordinator and Members of the SAT shall serve a four-year term, with the possibility of renomination based on performance and institutional needs.

Chapter 4: Education Management Information System (EMIS) Unit

4.1 Name

The name of this unit shall be the Education Management Information System Unit (EMIS Unit) of Siddhartha Multiple College.

4.2 Purpose

The EMIS Unit functions as the central mechanism for data management, institutional planning, and digital governance within Siddhartha Multiple College. It ensures that all academic, administrative, and financial data are systematically recorded, securely stored, and effectively utilized for evidence-based decision-making and continuous quality improvement.

4.3 Objectives

- To collect, organize, and manage institutional data related to students, faculty, staff, and academic activities.
- To maintain a secure and updated digital database supporting academic, administrative, and financial operations.
- To provide accurate and timely information for institutional planning, monitoring, and reporting.
- To strengthen data-driven governance by integrating technology into management processes.
- To facilitate the generation of periodic reports required for Quality Assurance and Accreditation (QAA) compliance.

6.4 Establishment and Reformation

The Management Committee of Siddhartha Multiple College shall establish the EMIS Unit as per this guideline. The committee may reform or reconstitute the unit as required to align with institutional goals and evolving QAA requirements.

4.5 Composition of EMIS Unit



The EMIS Unit shall consist of the following members:

Coordinator: Professor

Member: Staff Representative

Member: SQC Representative

4.6 Roles and Responsibilities

The EMIS Unit shall:

- Operate and maintain the institution's Education Management Information System effectively.
- Collect, process, and validate data from all academic and administrative units.
- Manage student enrollment records, faculty and staff profiles, and examination data in a centralized database as well as support institutional reporting needs for internal review, policy formulation, and QAA documentation.
- Conduct regular data audits to ensure accuracy, consistency, and security.
- Maintain appropriate data backup and protection systems.
- Publish and disseminate verified institutional data for internal and external stakeholders.
- Promote digital literacy and e-governance practices within the institution.
- Organize regular training sessions for faculty, staff, and students on the effective use of EMIS tools.

4.7 Meeting and Quorum

The EMIS Unit shall meet once a month or as required. A meeting shall be considered valid when more than half of the members are present. The Coordinator shall chair the meeting, and the Member Secretary shall record and maintain minutes of all proceedings.

4.8 Reporting

The EMIS Unit shall report regularly to the Internal Quality Assurance Committee (IQAC) and the Academic Head of the College, providing updates on data management activities and progress in digital governance.

4.9 Term of Office

The Coordinator and Members of the EMIS Unit shall serve a five-year term, with the possibility of renomination upon satisfactory performance and institutional need.



Chapter 5: Research Management Committee (RMC)

5.1 Name

The name of this committee shall be the Research Management Committee (RMC) of Siddhartha Multiple College.

5.2 Purpose

The Research Management Committee functions as a central body to promote, monitor, and enhance research culture within Siddhartha Multiple College. It provides academic and administrative support to strengthen research practices that contribute to teaching excellence, institutional development, and societal impact.

5.3 Objectives

- To foster responsible, ethical, and student-centered research practices across all departments.
- To promote faculty and student research that aligns with local and national development needs.
- To maintain high standards of academic integrity and ensure originality in research outputs.
- To encourage collaborative and interdisciplinary research initiatives.
- To facilitate funding, publication, and dissemination of quality research work.
- To integrate research findings into classroom teaching and community engagement activities.

5.4 Formation of Committee

The Management Committee of Siddhartha Multiple College shall form the Research Management Committee, consisting of seven to nine members representing diverse academic departments.

5.5 Reformation of Committee

The Management Committee may reform or reconstitute the RMC as necessary to meet emerging academic priorities or strengthen institutional research performance.

5.6 Committee Composition

Coordinator: Senior Researcher

Member: Senior Faculty, BBS

Member: Senior Faculty, Humanities

Member: SQC Representative

5.7 Operational Guidelines

- The committee shall meet once a month or as deemed necessary. Decisions are valid when at least half of the members are present.
- Committee members, including the Coordinator, shall serve for a term of five academic years, with the possibility of renomination based on performance.
- All minutes of meetings, research outputs, proposals, and activities shall be properly documented, archived, and reported to the Internal Quality Assurance Committee (IQAC).

5.8 External Collaboration

The RMC shall coordinate with external institutions, such as the University Grants Commission (UGC), universities, and national or international organizations, to enhance collaborative research and funding opportunities.

5.8 Roles and Responsibilities

The Research Management Committee shall:

- Formulate and implement an Annual Research Plan for the college.
- Monitor and review progress in faculty and student research activities.
- Guide students in preparing research proposals, project works, and dissertations.
- Support faculty members in conducting research and publishing scholarly works.
- Facilitate training, workshops, and seminars on research methodology and academic writing.
- Ensure all research activities follow ethical guidelines and remain free from plagiarism.
- Manage research grants, funds, and resource allocation effectively.

- Promote collaborative research projects between departments and with external partners.
- Identify and pursue opportunities for national and international research collaboration.
- Introduce incentive schemes to recognize outstanding research performance among students and faculty.

5.9 Reporting and Coordination

The Research Management Committee shall report its annual progress and key findings to the Internal Quality Assurance Committee (IQAC) and share research outcomes with the broader academic community of Siddhartha Multiple College.



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Chapter 6: Student Quality Circle (SQC)

6.1 Name of the Circle

This circle shall be known as the Student Quality Circle (SQC) of Siddhartha Multiple College.

6.2 Purpose

The Student Quality Circle functions as a participatory platform that promotes student engagement in institutional quality enhancement. It aims to ensure that student perspectives are systematically integrated into the teaching-learning process, extracurricular activities, and overall institutional development.

6.3 Objectives of the SQC

- To foster a culture of dialogue, cooperation, and shared responsibility between students, faculty, and administration.
- To collect and provide constructive feedback for the improvement of academic and co-curricular activities.
- To encourage leadership, teamwork, and critical thinking among students.
- To engage students in identifying issues and suggesting practical solutions to enhance institutional performance.
- To develop soft skills, communication skills, and social awareness through participation and collaboration.

6.4 Composition of the Student Quality Circle

The SQC shall comprise the following members:

Coordinator: Nominated by Members

Member: Student Member, BBS

Member: Student Member, BBS

Member: Student Member, BBS

Member: Student Member, BBS

Member: Student Member, BSW

Member: Student Member, BSW

Member: Student Member, BSW

Member: Student Member, BSW
Mentor: Nominated Faculty

6.5 Establishment and Formation

The Management Committee of Siddhartha Multiple College, in coordination with the IQAC, shall establish the Student Quality Circle. It will operate as a permanent student-led unit contributing directly to the college's internal quality assurance mechanism.

6.6 Scope of Work

The SQC shall actively contribute in the following areas:

- **Quality Enhancement:** Provide constructive feedback to improve the quality of teaching, learning, and student services.
- **Skill Development:** Organize activities to strengthen communication, teamwork, and problem-solving skills.
- **Peer Support and Mentorship:** Encourage peer-based collaboration, counseling, and conflict resolution.
- **Innovation and Leadership:** Promote student-led projects, research discussions, and creative initiatives.
- **Social Engagement:** Participate in community development and voluntary service aligned with the college's motto, "Education for Peace and Prosperity."
- **Digital Competence:** Enhance awareness and use of ICT tools, data analysis, and problem-solving technologies.

6.7 Operational Terms

The Student Quality Circle is a permanent institutional structure functioning under the supervision of the IQAC.

- Vacant positions shall be filled through nomination or voluntary participation.
- Meetings shall be held once a month or as required by the members.
- Decisions are considered valid when at least half of the members are present.
- The Circle shall submit a brief report of its activities to the IQAC every semester.