

**Kapilvastu Multiple Campus  
Strategic Plan (2020-2025)**



**Prepared By  
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Taulihawa, Kapilvastu**



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## Section – 1

### INTRODUCTION

#### 1.1 Background :

Kapilvastu Multiple Campus is a non-profitable Community Campus ever established is Taulihawa approximately 500 m. south east from Tilaurakot, a sacred land and shakya kingdom where Lord Buddha Spent his early and late twenties of life, in province no. five(5), Kapilvastu dating back to the year 2037. Going through the past annals, some records claim that around the year 2016 this campus, for the first time, got started with a name "Kapilvastu Inter Collage' following the initiative of the same Individuals and concerned groups having taken affiliation from nearly Indian University for some years, but soon after that it got stopped due to various reasons. In the mean time some Information explain that during that time mainly the time between 2016 to 2037 much more efforts had been exercised to continue this campus smoothly ahead, but it couldn't move that way until the year 2037 when it made its own firm establishment. Around 39 years back, running such a tough undertaking as there were a pile of challenges created due to a complex texture existing in the varied cultural, subcritical and religious levels in the region of that time.

Of various districts in province no. 5, Kapilvastu district papers to be a distinct one Owing to its historical, cultural, religious, archaeological and varied touristic significances and values. Enriched with multiple Values and affrications, Kapilvastu district had been a single Center for Secondary level education over the five decades and so. The examinees at that time from the adjoining districts such as, arghakhanchi, Gulmi, Palpa, Rolpa etc. would come to the exam centers held in Ratharajya and Yashodhara Secondary School. Therefore, these past annals are the evidence to declare the these hat this district Spread the light education to these studying in school levels, However, the hard hips for higher level of education were not solved for a long period compelling the learners to move on to either Butwal of Kathmandu. To address that problem of higher level education, the forest and ever establishment of Kapilvastu Multiple Campus Could be taken as a continuum educational charge and progress in this region happened around 30 years back in general and a ground breaking achievement for the citizens of Kapilvastu, Specifically that southern part of the district in particular.



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It is hard to account for the fact that the campus encountered numerous obstacles to maintain its expected height and standard, however the institution moved ahead consistently, and how to the date, it is on the path of a leading campus not only in this district alone, but also across the whole province no.5 and the nation as well. Talking about the academic Journey of KMC, it is found that after having been affiliated to Tribhuvan, Launched its first programmes, i.e. proficiency certificate Level (PCL) in Intermediate in Arts (IA) and Intermediate in commerce (I.Com) having a maximum of 10-13 students in the entire campus. At times, the number of teaching staff used to be more than that of the students. The problem of that kind stemmed from the fact that most of the people had no idea about higher studies; they were from lower income households along with the structural divisions in the family. However, most surprisingly a large number of students started coming from the adjacent helping the student number increase to a satisfactory level. Similarly another marvelous step got started following the approval from TU to run the programmes of diploma level: Bachelor in Arts (BA) and Bachelor in commerce (I.Com.) in the year 2045 which resulted most crucial for increasing a considerable number of students. Likewise, after the year 2052 to 2063 this campus had a technical CMA programme run under CTEVTE which played a pivotal role to spread the name and fame of the campus to other different districts from where the campus would get students to study such technical subjects. Despite having the problem of human resource, the campus had hired some most skillful faculty to ensure the academic level in a way that it was sought during that time. However, that CMA programme also couldn't continue for long because of the irregular entrance patterns with the scanty number of students. The series of increasing the new faculties continued, and in 2063, this campus acquired one more acceptance to run a three year bachelor level programme in education allowing a chance to a large number of students to be graduated in the faculty of education which currently has been absolutely critical. For being employed in teaching profession. More over this, the campus initiated the first and ever in the region to run the classes in master's level taking approval from education more over this, the campus initiated the first and ever in the region to run the classes in master's level taking approval from TU in the year 2069 for EPM that provided almost 10 students an opportunity to pursue their post graduation degree in their own hometown. In system then after a short while the succeeding year The campus kept on ahead



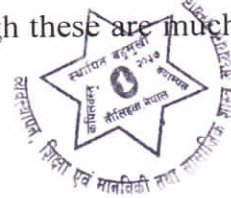
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Endeavour to meet all the parameters set forward by the UGC to be registered and recognized with QAA certified campus .To some extent, KMC feels glorified owing to its aqelong history and to share it to all of its concerned groups and sectors ,but at the sometime this campus is never on the side of logging itself behind by not copping with the principles posed for the up gradding the in institution to the international level of educational stand and from the side of UGC. The Higher e lecture method to the latest modern high tech assisted VLE (Virtual Learning Environment) Reform Project (HERP) commenced by the University Grand Commission is considered to be a platform for projecting it's all academic activities and its varied dimensions of the campus targetted toward bringing newness in the course of higher studies allowing a chance to carry out self assessment and spot its strengths weakness and opportunity to deal with exiting challenges in its stride to excellence .our campus is very optimistic and confidant to take this occasion as opportune time to review its performance along with creating a conductive environment for quality education .

The formation of a five - member planning and Research committee by the board meeting to prepare five year strategic plan adds more to the initiative carried out for adopting with that of the standards instructed by the UGC to be done. The campus has drawn attention to the fact that transformation of teaching learning trend from the traditional teacher centered lecture method to the modern high teach assisted VLE (Virtual Learning Environment) and CPR (Creative Practice-as Research) learning's is a necessary of the time which ultimately incorporates with that of higher Level education project of the UGC it in obvious that the main stream curricula and the course of study devised, designed and implemented by the university have provided our students to be academically.

And institutionally learned and graduated and also be a warded with various degrees in multiple disciplines. However, the problem stems from the fact that the continuous changes in human resources, teaching paraphernalia and in political, social and economic actions directly affect in the existing education system which results in to a challenge for community campus as they most suffice with all nattier and indies. Although the seeing every draw backs that often appear on their way of getting education. Is much to be performed, KMC is committed to promoting infrastructural aims human resources, teaching paraphernalia and infrastructural amenities. Although these are much to be performed,



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KMC is committed to promoting all the faculties applied namely, humanities, education and management ranging from +2 to diploma, and diploma to master degree leveled in a full-fledged way to address all the aspirations of the learners who are joined to the campus mitigating every drawbacks that often appear on their way of getting education.

### 1.3 Purpose of the Plan

The purpose of strategic planning is to set long term overarching goals of the campus and a clear and structured path to achieve them within the planned time frame. It furnishes KMC with an instrument to pursue the large picture of institution that is responsive to a dynamic and ever changing environment. KMC has devised its long-term performance under the consensus of its board members, staff, faculties and student representatives. The meeting has summarized few issues to be considered for systematic and continuous improvement of the institution.

- a. Articulate shared vision, mission and values of the KMC.
- b. Organize campus administration and staff.
- c. Outline measures of success.
- d. Promote the quality ensuring community support.
- e. Provide future direction.
- f. Support Governance decisions.
- g. Increase communication and engagement.
- h. Help financial forecast.
- i. Ensure and streamline the effective use of available resources.
- j. Improve the overall quality performance of the institution.

### 1.4 Process of Preparing the Plan:

The Campus has assigned its Reform Unit to prepare five years strategic plan. The three members committee has been assigned to complete the task within the given time frame. The strategic planning task started by reviewing the necessary Campus documents including national and international strategic plans. Systematic process of development was undertaken to prepare strategic plan. Two days workshop was held to devise the strategic plan. CMC members, Campus staff, HODs, teachers and student representatives were invited as workshop participants. The planning workshop has enabled Campus to envisage its anticipated future and translate its aspiration into broadly defined strategic goals and



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initiatives to achieve them. The combination goal and issue based planning was adopted to develop the strategic plan.

First of all, strategic goals were clarified considering all indicators of the QAA. These goals were devised to deliver by 2081 B.S. (2024 A.D.) under its broader vision and mission for change i.e. where KMC assumes itself and what it looks like in the future. Furthermore, the programs under each strategic goal have been developed to lay the path to its vision. At program levels, Reform Unit has incorporated the issues based planning approach on the ground of SWOT findings. The same team comprising of 3 members performed the SWOT analysis. The analysis was designed for each program eventually serving the five year's strategic goals of the institution. The objectives for SWOT analysis were decided in close coordination with the CMC. A range of perspectives has been collected with the stakeholders; CMC members, Campus staff, HODs, teachers and most importantly students from each academic program. The unit has listed program-based strengths, weaknesses, challenges/Threats and potential opportunities to achieve the five years strategic goals of the Campus. Cross comparison technique was used to carry out the analysis. The key variables were defined and grouped into four themes (SWOT). The comparison grounds were established based on four ground rules; opportunities that fit with Campus's strengths, weaknesses that needs to overcome to take advantage of the opportunities, identification of external issues that are capable of playing on weaknesses and do serious damage to the Campus's aspirations and, identification of existing strengths that could help mitigate these (external) threats. Reform Unit shared the findings to the IQAC and Planning and Research Committee to incorporate and design the five years strategic plan. Units formed under the operational guideline of the Campus will be shared with the SWOT findings and the action plan devised by each unit will be explicitly guided by the strategic plan therefore to support effective and efficient operation of the institution and in creation of favorable teaching and learning environment.

### **1.5 Participants of strategic planning – Task Group; Management Committee; Interaction with Teachers, Students, Parents, Industry/business; other stakeholders**

The determination of participants is one of the crucial parts in the process of strategic planning. It can influence the effective implementation of plan. Since there are multiple components of strategic planning, each part of it demands different expertise and persons in the process.



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The decision for strategic planning participant selection was given to the Campus Management Committee. It was decided based on four major aspects;

- a. Implementer of the plan (management, non teaching staff and teachers)
- b. Those who will be influenced (students)
- c. Responsible for monitoring the implementation (management, IQAC)
- d. Development contributors (parents, volunteers, activists, community, funding bodies etc.)

A combination of approaches like workshop, individual interactions, consultation, meetings were done with specific groups in the process of preparing strategic plan. To ensure stakeholders' opinion captured in the strategic planning, they were engaged in a one day workshop based on the level of their contribution.

## 1.6 Stakeholders

The major stakeholders of the Campus are: Lifetime members, General members, Members of Management Committee, Teaching and non-teaching staff, and students. Most of these stakeholders attended the pre informed workshop and actively participated in the development of strategic planning.

## 1.7 Components of the Strategic Plan

The strategic plan was developed based on the current state and position of the Campus, where it sees itself to be in next five years, how it leads self to the point, availability of financial resources, expertise, tools and people that are best capable of leading it to arrive there.

The key components of strategic plan include: mission and vision; SWOT findings; objectives, strategies and operational initiatives; Measurement and funding streams.

## 1.8 Scope of the Plan

The Campus has a proud history of being one of the pioneer institutions of province five in the field of higher education programs and providing quality education to the students. From the being, it has been committed to develop itself as one of the leading and vibrant Higher Education Institutions (HEIs) in Nepal by producing outperforming



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graduates in the stream of Humanities and Social Science, Management and Education programs of TU's. It aims to offer experience of incomparable educational journey to its learners that is intellectually, socially, and personally transformative. However, in its recent years the Campus has realized that the new challenges have emerged with the change of time. The first most challenge is the absence of modern physical infrastructure equipped with all the necessary amenities and physical facilities that are suitable for higher learning in Bachelor and Master Programs. Likewise, absence of updated teaching and learning materials, capacity development (teaching methods) of faculties to impart prerequisites of the subject remaining within the prescribed curriculum, allocation of a sizeable amount of budget to publish journal of Research Work. In general terms, it has been confronting financial constraint and therefore experiencing obstacles to the institutional excellence.

Kapilvastu Multiple Campus has tremendous fervor and proficiency to produce qualified and competent graduates, and has moral responsibility to serve state by pursuing its mission and vision. Its mission and vision statement describe what it existed for and what it is striving for, and is a point of departure for its strategic planning. The Campus is very optimistic towards bright future, as it has committed leadership, dedicated faculties and staff, supportive volunteers, alumni and students, and harmonious relationship with the University delegates. Now is the time for the Campus to build upon its strengths and pursue the opportunities that exist in order to enhance current performance and build a tradition of excellence.

### **1.9 Vision, Mission and Goal**

Every Institution should have its own VMG statement showing its intention and planning in a clear platform. KMC has developed its VMG in accordance with the demand and need of society. Campus being a nonprofit oriented community organization, knows its role for the development of society. The following are the documents showing KMC's Mission:

#### **Mission**

KMC is a public, affiliation of Tribhuvan University and the land grant campus for Kapilvastu. KMC's mission is to discover, preserve, and disseminate knowledge; produce creative work; and promote a culture of broad inquiry throughout and beyond the Kapilvastu community. KMC also aims, through public service, to enhance the lives and livelihoods of our students, the people of Kapilvastu, and others around the world. This



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mission statement follows a standard form for research campus, capturing in general terms the nature of KMC. This strategic plan draws on the mission in two respects. First, the three dimensions of the mission (knowledge creation, education of students, and public service) are umbrella goal areas within which this strategic plan develops more specific objectives and actions. Second, becoming a model campus for interweaving fundamental and practical knowledge is an important component of the aspiration for KMC proposed by the plan. The campus also has a statement of vision, used in some communications, as follows:

KMC aspires to be the exemplary comprehensive research campus for the 21st century on the basis of our distinctive status as a public campus with a formal public mission. Faculty, staff, and students will thrive at KMC because of its unparalleled combination of quality and breadth; its high standards; its open, collaborative, and innovative culture; the opportunities provided by beautiful, vibrant rural and urban campuses; and programs that extend throughout the western region and across the globe. In this vision there are noteworthy references to KMC's exemplary breadth and quality as well as its collaborative and open culture. The plan assumes and builds on these qualities.

- **Quality and excellence:** The campus is committed to maintaining quality and Excellence in all aspect.
- **Civic involvement:** The campus believes in adopting a civic mission and responsibility.
- **Academic freedom and freedom of expression:** the campus values academic freedom and free exchange of ideas.
- **Respect for diversity:** The campus respects diversity of thoughts, culture, gender and ethnicity.
- **A sense of community:** The campus believes that we are all members of a community.
- **Responsibility and accountability:** The campus values personal and institutional responsibility and accountability.
- **Team work:** The campus values a common commitment, a collective spirit and dedication to team work for achieving institution's goals and objectives.



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## **Vision**

The Vision of Kapilvastu Multiple Campus (KMC) is to be developed as a leading and vibrant educational institution with the potentiality of Deemed University which will enhance the quality of higher education and research in the region and nation through the involvement of local bodies, social organization, local community and other concerned. It will be widely recognized for the quality of its educational and research programs. It will be an educational institution of choice for the students of the region and abroad who seek opportunities for quality education.

## **Goal**

KMC is the pioneer institution in the field of higher education in the region which is dedicated to enhancing people's lives through excellence in teaching, research and service. The mission of the campus is:

- To create and disseminate knowledge through teaching, learning and creative research and to supply highly competent, innovative, entrepreneurial manpower to the society.
- To serve the students by teaching them problem solving leadership and teamwork skills.
- To serve the regional community by offering with quality education and research programs.
- To provide the regional community broad access to the higher education.



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## Section – 2

### INSTITUTIONAL PROFILE

#### 2.1 Overview of catchment Area

During the time of mid and late 50s, KMC was a sole learning Center for the Students coming out of Kapilvastu district, eg. Arghakhanchi, Gulmi, Pyuthan, Rolpa, Palpa. But, to the date, this campus receives the students not only from Taulihawa vicinity but also from Nigilhawa and Jagdishpur to the north-east, and from Pakdi to Marjadpur, Maharajung to Krishnanagar municipality to the southwest of Kapilvastu district. In this regard, students across Kapilvastu district also come and join KMC in general, but those coming from southern sector (catchment area) are targeted particularly.

##### 2.1.1 Geographical Setting

Concerning KMC's locale, it is situated in adjacent of a gloriously and historically acclaimed and popularized zone, that is , Kapilvastu district in general , but Tilaurakot ( ancient kingdom of Shakya dynasty ) now a most popular culture and Buddhist site in particular. Almost taking a distance of 2 km to the South east of Tilaurakot , one can easily reach the premise seeing the fascinating building of KMC ( one of the oldest community campus ever made and run in the region). Although it is in a distance of around 21 km far to the South from the east west highway , it is in the heart of Taulihawa (district headquarter of Kapilvastu ) and currently seems to be in the suburb of Kapilvastu municipality ( one of the oldest municipality in the municipal history of Nepal. The very establishment of the campus has given rise to a tole name - campus tole, which lies in a 1.5 km distance to the north from Bhikshu chowk a roundabout that connects Taulihawa to Gorusinghe and Char number. Geographically, it is a plain land that remains too hot during the summer and extremely cold in the winter, but the settlement is increasing day-by-day. Since this area holds both culture and religion importance highlighting its ancient archaeological significance found in Tilaurakot and its adjoining areas, KMC residing in the center of such place, has been providing higher level of education to the students coming from



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various sectors of this geography. With the history and culture dating back 2600 years (the time of King Suddhodhana and later the time of Lord Buddha) this Tilaurakot area is the most awaited Buddhist site to all the visitors to pay their valuable visit promoting the tourism of this region. Due to not having proper road connectivity in the past, many more students from the inner southern part are devoid of taking education, but now students from all sides have the facility of very comfortable road accessibility to reach the campus resulting in the increment of student's number subsequently.

### 2.1.2 Social, Cultural, Economic and Political Settings

Kapilvastu Multiple Campus is a backbone of higher level education destination for all the people living in Kapilvastu in general and for those living in Taulihawa in particular. Since KMC is a community campus, i.e. a campus made by the society and for the people living in this society, the role and importance of the society to the development of campus is indescribable. The social structure is made up of the people belonging to different castes, culture, tribes, religion, creeds and so on. One can notice a society of multi religious, multiethnic, and multicultural though most of the people are from 'Awadhi Language Speaking community. It is clear that Taulihawa bazaar, one of the ancient bazar, first and ever developed in the Western region, has had a major social influence for the development of this campus from the time of its establishment. The people of this area have a different social status, i.e. very few can be seen as of high-end people, a considerable number of people are predominately dependent on agriculture and farming and a scanty number of people are found to be engaged in jobs and self-business. Most of the people have had the livelihood on agriculture, farming and animal rearing. Since this area is not far from Indian border most of business transactions are performed, along borderline benefitting people from various ways. The major source of income is undoubtedly farming and seasonal plantation. Cultivation of Cash crops is another factor to have a good economic growth and better livelihood of the people.

Almost all the students who take their admission at KMC are from such agriculture based families. With the passing time, most of the youth of this side are now getting engaged in abroad jobs which has supported



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them to be financially strong and independent to some extent, but yet India is seen to be the first and foremost place to get jobs to sustain their lives. Along with the expansion of widened black topped road connectivity joining right from Bhairahawa to Lumbini, and from Lumbini to Taulihawa Tilaurakot route, and as well as the construction of new luxurious hotels, Café and restaurants has played a crucial role to uplift the economic growth recently. Most of the denizens are committed to maintain social harmony and fraternity despite their diverse political inclination.

### 2.1.3 Educational Status and Scope

The Educational status of the locality is satisfactory. The literacy rate of the locality is at lower side. Basically, people of this catchment area have passed basic levels. Most of people are literate here, while most of them have completed their diploma degree and very few of them have completed Master degree. With the establishment of this campus, people from local vicinity as well as from across the districts of Nepal are privileged to pursue higher level education, in education and management level for very long time. A number of graduates have successfully completed their study programs in different streams of education and management. The Campus is always committed to offer great learning opportunities to its existing as well as prospective learners. It is also committed to produce aspiring main powers who will lead the mission envisioned by the Campus.

### 2.1.4 Stake Holders and Scope of their Participation

Since it is a community campus, society owns its fidelity and responsibility to lead the campus towards its aspired goal and target. The real value and relevancy of the Campus reflects on the basis of the stakeholder and their participation upon the activities carried out in and out of the campus. The prominent personalities in their respective fields, social workers and activists, entrepreneurs, public leaders, government officers, respective guardians and even including the progressive learners become the major stakeholders of the campus. The fact of forming campus management committee out of the dignified community members even including some of the head of the government officials to plan and execute most of procedural and management works of the campus clearly justifies that their participation only provides energy to



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the whole working system of the campus. All of them are often found to be committed to transforming to it to successful pinnacle.

## 2.2 Descriptions of the Institution

### 2.2.1 Historical Background

In the preliminary phase of its establishment (back in 2016 B.S.) the campus was named- 'Kapilvastu Intermediate College' endorsed from nearby Indian University, with the massive contribution shown by then educationists and social reformers, the college existed for some years. However, it was the year of 2037 B.S. in the history of the campus to establish it a community campus (affiliated to TU) giving a name 'Kapilvastu Multiple Campus', first and ever founded a community campus in the western region of the country-Nepal. The stringent and tireless effort and devotion shown from the side of the then educationist and social activities appear hard to explain and describe since it is a paramount achievement for launching classes in the field of higher level education system giving an immeasurable benefit to the learners from Kapilvastu district in general and also tremendously facilitating its adjoining districts in particular. After having the permission to run the PCL program from TU for some years, the campus gradually moved on getting approvals for conducting graduated level classes in management and humanities. Right from the time of its inception, the campus remained consistent to show praiseworthy results every year to the date today. Though there were plenty of obstacles to deal with the untiring willpower of the management team and the faculties involved, it managed to catch up its educational continuum every year successfully. This way the campus moved on adding new streams like three year study in BBS and BA and some years later in 2063, the campus started classes in B.ed adopting the new curriculum system of government to address the wishes of the learner of this area. Similarly, moving from graduation level, the campus with the approval from TU launched classes (for the first time in this region) in EPM in 2067 and MBS in 2070 (yearly program then) paving way to a milestone success ever made in the field of post graduation study. Following the current trends and movements initiated by TU, KMC is maintaining its quality and standard started running semester classes of M.Ed and MBS levels right after the year 2073 to the present date in a very satisfactory and meaningful way. The graduates and post graduates from KMC have shown their proficiency and efficiency in their work place where they were, they are



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now and they will be in the future either in the nation or in abroad as well.

We believe that you are the architect of your own life, but the truth of missing this talent of crafting our own destiny is made explored here at KMC. As KMC has its well-planned guideline and well-executed directives to garner the meaning of this valuable life, most of the students and the researchers can explore the domain of knowledge in a conducive and clement learning environment. We have a belief that everyone has got a knack to be realized into what one wants to be in his/her life. And KMC can only be one place for such type of dreams to be materialized. Providing the knowledge of being a true moral being, pragmatic in action and challenge seeker in this complex rush of post modern hotchpotch is what we are committed to. We believe that punctuality is not a rule rather it is an attitude, and this tenet is sure to cultivate a cultured manner ensuring a good personality to all studying here.

### 2.2.2 Physical Infrastructures

#### ➤ Building and Rooms

The campus has been running its operation in its own land having two advanced reading blocks, in Taulihawa, Kapilvastu. The campus premises is spread in a total land area of the 3 Bighaa 13 kattha 17 Dhur. The existing front block building is built in the area of 2 Kattha. It has 14 class rooms equipped for all students. But the devastating earthquake hits of April 25 and May 12, 2015 badly affected the ground floor of the building leaving it inappropriate to run the classes. As a result, some classroom activities are carried out in a very careful and protective manner. As every inch of the class room management space is educationally valuable, furniture and other necessary accessories are placed in a proper setting inside the classroom that could assist in managing the ample space for all sort of reading learning activities. Also the classroom furniture setting and coloring are subtly designed to offer an ambience that could direct student's attention to the works they are attempting to knowledgeable with. Our second block facing to the east direction is a new building that is used for master degree classes, computer lab, and for some general classes too. The top floor is used for library purpose currently.



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### ➤ Furniture and Accessories

To create luxuriant learning environment for nascent to post graduate learners, program specific furniture and accessories are available within the campus premises. In addition to the general equipment needed for teaching, learning activities such as desk, bench, table, white board, wooden rack, computer, projector, sound system, the campus has shown a great attention to learning details even providing program specific equipment to the students. Campus has developed a constellation of required furniture and accessories for creating students friendly teaching learning environment. Currently, with the financial support from various rural municipalities and from the government of province no. 5, the campus has been able to make a sup plantation in furniture giving a new look over the entire modality of teaching learning pattern.

### ➤ Drinking Water

Before the installation of filtered drinking water done through water purification system (Euro guard), there was the facility of hand pump water supply to all the students, faculties and staffs and other visitors. These hand pumps installed at various places of campus premise are used not only for drinking but also for other construction purpose when required.

### ➤ Toilet Facilities

The restroom/toilet available for students and faculties use are located inside and outside of different building and blocks. Separate restroom/toilet facility is provided for male and female users. The provision of toilet is sufficient but not adequate. Previously made toilet are reconstructed and some other under construction are going to be made in a much more student's friendly way.

### ➤ Hostel Facility

KMC has a separate hostel building that was in use with the very starting of the campus. The hostel named: "Gautam Buddha Chhatrabas" now has 18 rooms in which around 36 numbers of



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students can stay for one whole academic session. Campus has the policy of allowing those students to stay there who are quite far away from their home paying a nominal charge with all facilities required. To this time, only boy students have been using it, however the campus is planning to construct a separate girls' hostel is encourage and motivate more girls in reading learning activates.

➤ **Sports Facilities**

Various sports facilities are made available to the student–players mostly in guidance/ support of their subject teachers. The Campus conducts sports week every year letting a chance to all the students to demonstrate their vigor in their own interested games.

➤ **Roads and Transportation Facilities**

As the campus is located in the district headquarter (Taulihawa) of Kapilvastu, the road accessibility and connection is easy and convenient.

➤ **Library**

The top-floor of our Humanities Department building is where our highly advanced (in the sense of this area) library can be visited. It was shifted to this place not more than three years ago hoping to provide the aspirant learners all sort of books, reference items research dossiers, documents, journals and so on . Undoubtedly we can say that the campus has a well- stocked and a well-equipped library. There is a committee formed to format, conserve and run it in a proper manner as shown in the campus statute. It holds different material such as; specialized books on different subjects, daily news paper, popular magazines and various reports thesis paper, along with most rare books difficult to find in other place commonly. The campus has played a great struggle to turn it into a thoroughly up-to-date library for now, and a vision of making it to be a fully computerized library in the days to come. Currently, there are approximately 24000 numbers of books directly facilitating not only the student-learners, but also all faculties and the researcher from outside who visit it to get information for their research work. Students can borrow books at a time as per the rules of the library. All books and reference are looked after and managed under the supervision and instruction of



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a senior Liberian already trained and experienced in this sector. And furthermore, it is being run keeping in the view of following the rules applied in library science.

➤ **ICT Lab**

We have a computer lab that holds a total number of 15 computers providing a chance for all students who want to learn about computer programming and ideas needed in this modern time.

## **2.3 Academic Programs and Curricular Management**

### **2.3.1 Programs**

KMC has been offering various educational programs related to different faculties over a long period of time. Presently, KMC has programs starting from graduation in management, humanities and education to post graduation (semester based) in MBS and M.Ed. respectively. Most of the programs are operated under the supervision and guidance of the head of the department.

### **2.3.2 Students Enrolment and Composition**

At present there are 680 total students. Precisely, there are 288 students in management department, 364 students in education department and 28 students in Humanities including the students studying in master level. Particularly, while analyzing the student enrolment, the male/female, ethnicity wise district and province wise composition has been applied.

### **2.3.3 Curricular management and support**

Since KMC is affiliated to TU, it operates and applies the curricular as designed and modified by Tribhuvan University (TU). All the necessary support required in running the programs to exam conduction along with specific academics orientations are formed in consonance with T.U. rules and regulations.

### **2.3.4 Teaching Learning Management and Practices**

The campus has adopted Education Management Information System (EMIS) to collect the routine information of campus as a part of its regular operation. It has a web based system that can operate both online and offline conditions. The system offers information



associated with college profile, available facilities, student information teachers' information, library information as well as capability to produce analytical information of its daily operation. It provides user specific portal (Students portal, Teachers portal, Department portal, Administrative portal, Library portal and portal for Internal Management committee) to connect with the Teaching and Learning Management System. With the help of EMIS academic management personal (Asst. campus chief and Head of the Department) can operationalize the academic calendar for teaching learning activities. The analytic information can be utilized to improve the educational plan, resources allocating, monitoring, policy formulation and decision making.

Moreover, lecturers can supplement the delivery of course content with audio visual and print aids. With the plans and directives of each department all educational activities are executed as per the guide lines made in academic calendar. Overall, it will unleash the new educational horizons with great opportunities to increase Students learning outcomes and create exciting new rolls for teachers.

### 2.3.5 Teaching Learning Resources and Support

The Campus library is reasonably a well-stocked library-with a specialized focus. It has an impressive collection of books on specific subjects applied in the campus courses. Students and faculties are constantly availing the facility for their reference purpose in studies and paper writings, Moreover; the campus is attempting hand to provide internet facilities for students for student and faculties for online resource culling, in coming future. Additionally, to improve Internet facilities for students and faculties are constantly availing the facility for their reference purposes in studies and paper writings. Moreover, the campus is attempting hard to provide Internet facilities for students and faculties for online resource culling, in coming future. Additionally, to improve the learning experience Learning Management system is going to be applied at the earliest. It is cloud based user-friendly online Education, Management Information System (EMIS) that offers interactive lessons, space to share lesson plan systematic Study materials in easily managed and organized space and facility to assign and evaluate assignments to the particular



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group of students. It has ensured students access to study materials and enabled them to interact with the faculty from all sectors and groups.

### **2.3.6 Examinations System and Results.**

In compliance to the regulations of Tribhuvan University Office of the Controller of Examination Balkhu, the final exam is requisite in all courses. It announces examination date and routine as well as result publication once every year for all programs.

Apart from annual examination, the campus has made provision to hold examination twice a year to assess and guide students, knowledge both in theory and practical. The Campus administration in coordination with department heads announces date, time and sitting arrangements for internal exam including result announcement.

## **2.4 Human Resource Management**

KMC is an equal opportunity, affirmative action employer. It hires its HR in compliance with the federal state laws, local ordinances as well as regulation of the University and ultimately following its statute. The campus takes procedure to hire employee and teaching faculties.

### **2.4.1 Administrative Personnel and Staff**

The key of administrative personnel of the campus is campus chief. The appointment of campus chief is done to oversee the internal management of the campus. Appointment of the position is done as articulated in the statute of the campus. A service committee of three persons consisting of CMC President, a member from CMC and a knowledgeable or skilled person from the related field carry out all selection procedure.

In addition to perform routine activities, other administrative personnel/staff such as Assistant Campus Chief, Head of the Department, Finance officer, and Librarian are also recruited by the service committee giving information to CMC. Likewise, a committee consisting of campus chief, Asst. campus chief and department heads carry out selection for non teaching staff.

The appointment procedure includes open call for application; short listing of the candidates is therefore completed based on their experience, eligibility, written test and personal details.



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Shortlisted candidates thereafter appear in practical test and interview. In addition to it, there are provisions for internal vacancy announcement and procedure for promotion to appoint new candidate(s). The detailed job description for each of the administrative personnel and staff are as per the articulation in the statute or operational guideline.

#### 2.4.2 Management Personals

The Campus Management Committee (CMC) is formed in accordance with the provision mentioned in the campus statute. A committee of 21 members is formed by campus assembly. The selection of new chair person is done by Campus assembly either by Full majority or by election. Other seven members are also elected in the same way. Additional three members are nominated from the first meeting of the CMC. Except for above, several other members of the CMC are head of different government offices like President of DCC, Chief District Officer, Mayor, President of Chamber of commerce, TU Representative, Teachers Unions representative, FSU Representative and Ex Campus Chief as 'Padena' members. The ultimate responsibility of the CMC is to work as steering team to provide directions to the Campus, overseeing the implementation of the strategic plan as per the operational guideline and, establishing and maintaining conducive teaching and learning environment, managing high level work alternatives.

#### 2.4.3. Faculties

To disseminate and impart the theoretical and applied knowledge to the students for enhancing their learning experience, a committee consisting of campus chief and asst. Campus chief and department heads carries out selection process for teaching staff. Like administrative personnel and staff, recruitment procedure for teaching faculties also sought following the call for application; short listing of the candidates, written test, practical test and interview. Detail workload and responsibility for each faculty is specified in job description.

#### 2.5. Intuitional Management

For the successful institutional management responsibility of each unit is explicitly articulated in the campus statute. Though their complementary efforts, these structures perform the essential role to



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execute daily campus activities, quality and progressive performance of the staff and faculties, and also ensure that the campus remains true to its mission.

### **2.5.1. Institutional Structure**

So far as the institutional structure of this campus is concerned, it has adopted a three tire structure composed of campus assembly, campus management committee, and campus administration. Once when the CMC gets formed out of the member's campus assembly, its tenure remains for three years. Campus announces a public call for being the member of campus assembly to the citizens who can meet certain criteria raised by the campus with in a stipulated time frame. On the day of campus Assembly the formation of a new CMC is done after going under certain election procedures, CMC board consist of 21 members and out of 21 the president and 7 other member persons are selected through election process. Remaining three other members are later nominated by the first meeting of the CMC board. The head of several government and Non Government officials become 'Padena' members in the committee as per the provision in the campus statute. Campus administration headed by the campus chief gets directed to execute and implement all the productive plans and strategies formed in CMC meeting, and so are performed by the administration. On a whole, CA is the overall comprehensive composition of member-persons; CMC is an executive and constructive panel for forming various directives, plan, strategies, guidelines that are productive to ensure all successive efforts of the campus. And it is campus administration that under takes day to day activities.

### **2.5.2 Management Committee**

The Campus Management Committee (CMC) is formed of 21 members by the Campus assembly in accordance with the Campus Statute.

### **2.5.3 Administration**

The basic architecture of the two-management committee system (Campus Management Committee and Campus administration) is defined by campus statute. Since the campus administration comes under CMC, campus chief remains the main administrator of Campus. The Assistant Campus chief works under the chief. Similarly, the



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authority line flows down to HOD and faculties. The administrative staffs (non-teaching staff) are also responsible to the Chief. In general, the function of campus chief includes ensuring the standard of academic programs by implementing the campus policies and programs as well as supervising, the administrative and financial management of the campus. EMIS on the other hand, assist to keep the academic data and other administrative information up to date, and produce analytic report for necessary improvement. Likewise, there is another unit - IQAC that assist campus administration in organizing various academic and non academic functions to ensure the type of quality required in the campus.

#### **2.5.4 Academic Management**

Under the supervision and guidance of campus administration, the existing different sub-units/sub committees formatted under campus strategic plan and directive are equally responsible to ensure a credible academic environment. The head-of the department coordinating with campus chief and Asst. campus chief develop the annual academic work plan and manage it accordingly.

#### **2.5.5 Associations (Faculties, Staffs, and Students, Alumni)**

There are mainly three associations: Kapilvastu M. Campus teachers' association, Kapilvastu M. Campus Alumni Association and free student union. This teachers' Association is formed going through an election process where all working faculties except non-teaching staffs choose one chair person and other seven member persons to form the association. It functions in delivering all the grievances and suggestion along with some demands of all the faculties and staffs to the campus chief to be addressed. It also assists the Administration on how to improve the teaching-learning situation of the campus. Alumni Association is formed as per the statute of it among ex students of this campus. Alumni also called Ex-student association are formed to keep the pass out student record and their involvement in the society and life career after completing their degrees from the campus. This union also supports the campus from different levels to move ahead. Similarly, the free student union is also formed going through the election process as declared by the T.U. almost every two years. This union particularly works on addressing students' problems and demands forwarding them to the campus administration / campus chief



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to be listened and addressed. Union also helps the campus to organize various constructive activities.

## **2.6 Economic and Financial Management**

### **2.6.1 Fixed Assets**

KMC has its own registered land territory of 3 Bighha 14 Kattha 13 dhur. It is being run in its own infrastructural buildings. It has also library, Furniture, Computers as fixed assets. Similarly, the campus has NPR 36, 62,286.95 in Fix Deposit (Akshya kosh) and NR 2,01,000 amounts in Scholarship Fund.

### **2.6.2 Operational Expenditure and Trades (Management plus Program)**

The operational expenditure is 1,93,77,414.94/-from students' fees and regular grants of UGC for internal management 2,25,000. The financial, procurement and Maintenance Unit oversees and manage the entire financial activities and account management of the Campus. The role and responsibilities of unit are as per the Operational guideline. The Account section under the Financial, Procurement and Maintenance Unit manages operational expenditure according to the decision of Campus administration.

The bank account is conducted in the name of campus chief and accountant. Every expenditure is decided by them and the accountant issue the cheque. Apart from general operation, the expenditure for construction and other major academic enhancement programs are sourced from UGC grants and other agencies.

### **2.6.3 Sources of Income**

#### **Regular Sources (Internal and External)**

Regular Source of income for Campus is student's fees and the selling's (Old furniture, Trees). The external regular source is regular grants given by UGC and province level and local level government units.

#### **Grants Sought**

The Campus is seeking grants to construct its own building, well equipped with all needed amenities and the physical facilities as suitable to a modern space for higher level of learning.



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#### 2.6.4 Cost per Students

The cost per students in the fiscal year including salary is NRP 38,994.70 and excluding salary is NRP 15,806.30.

#### 2.6.5 Financial System (Record Keeping, Accounting, Auditing, Inventory, Updating etc.)

The campus has developed its Arthik Niyamawali 2076 to guide its financial activities. In compliance to the government rules, the account information is kept in double entry system. Also, both updated financial data and inventory records are kept in EMIS and manual recording system. For annual auditing, a registered auditing form approved by the campus CMC is assigned to complete the audit report of the campus.

To keep records of daily financial activities accurately, the campus has developed all required forms and formats such as demand form, purchase order and settlement forms. For daily financial transaction, the campus has provision of keeping petty cash of amount NRP 30,000 and for NRP above 100,000 transaction the procurement committee has been assigned with authority to approve the required budget and for above NRP 5,00,000 transaction as per the Arthik Niyamawali 2076 of the campus must go through the call for quotation and stipulated procedure. For above, the major financial transactions are done through banking process. And for this, the campus has its bank account in Rastriya Banijya Bank Taulihawa .

#### 2.6.6 Financial Sustainability Measures Adopted

Financial sustainability has always been in its plan ever since the campus was established. However, with the competitive education sphere, growing mind set for abroad study among students and financial setbacks of the campus for quality education have both the challenges and opportunities for desire growth over the period. Quality Assurance and Accreditation process has presented the tremendous opportunities for campus to overcome this challenge. Following are the measure for financial sustainability;

- Complete the QAA cycle.
- Participation in HERP



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- Adopt Learning Management system and research based teaching and learning practice
- Run Non-credit courses as per the demand of the professional sphere
- Strengthen RMC, organize national and international research conference on academic courses in the city
- Encourage local donors to establish scholarship funds
- Organizational and public partnership program
- Organize inter campus programs relating to the global crisis and issues to be addressed and familiarized.
- Finding new sources for financial support from different donors and agencies

## 2.7 Research, Documentation and Publication

### 2.7.1 Research & Development

The campus has established Research Management Cell (RMC) in the support of campus administration. As stipulated in the Operation Guideline, the RMC has already developed its annual action plan to be conducted under the cell. The campus is almost unable to afford the cost of research and development due to its poor economic strength. It is really difficult to continue with own effort of campus administration. Therefore, the campus is preparing forward and is very optimistic to apply for research grants and relevant funding schemes for facilitating for research and development called by UGC. However, the campus has encouraged the faculties by providing small grants to carry out research activities. The faculties also encourage the students to involve in research activities such as action plan, work plan, lesson plan and competitive essay, writing. One mouthpiece (Mukh Patra) of the campus Amitav is the first ever published journal.

### 2.7.2 Documentation and Publication

The campus has kept its documentation both cloud based electronic data base and manually in file and register. The documents of research are in both forms manually and in digital form. Books, Journal, Periodical, and Magazine are kept in library and departmental library. Similarly the final thesis, proposals, researches carried out by the faculties and students are also kept in library. The records of thesis which are under progress are kept in RMC.



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The campus has been planning to publish another *Mukhapatra* "Amitav" although there is already one Mukhapatra published. The academic as well as financial activities, annual report of campus will also be published in *Mukhapatra* of campus regularly. Such documents and provision years are kept in the website of campus.

## 2.8 Extra-Curricular Activities

### 2.8.1 Indoor Activities

The campus has organized the following indoor activities:

- Drawing and Painting competition
- Singing and Dancing activities in cultural programs
- Interaction programs with experts and pioneer figures
- Orientation to proposal and thesis writing
- Speech contest
- Conferences and seminar on contemporary issues the themes
- Essay writing
- Quiz contest

### 2.8.2 Outdoor Activities

The campus has organized the following outdoor activities for students:

- Marathon race
- Rallies on ensuring public awareness.
- Volleyball
- 100 meter race
- Cricket
- Musical chair



## Section 3

### DEVELOPMENT TREND

#### 3.1 Physical Infrastructure

##### ➤ Building

One of the fundamental Standards to mark whether the organization/Institution (Schools/Campus/University) is developed or not is its advanced physical infrastructure, i.e. institution having all sort of, buildings (office building, seminar building ,auditorium, experimentation and science-Lab building, Library building, teachers quarter building, Hostel building canteen and union building etc). KMC in its rudimentary phase inexplicably suffered due to lack of that type of buildings suitable for conducting effective teaching learning activities. It however, didn't exacerbate the situation, the under equipped building gradually was modified, equipped with and used for a couple of years due to insufficient fund. As time passed by, the campus however, got succeeded to construct a new double –storied building consisting of 14 rooms with an alluring outlook that now just stands facing to the west in the left corner of the campus field. But after the catastrophic earthquake in 2015 A.D. this building was left with the walls having long trances, ceiling partially damaged and windows broken. Another building, now used as administrative building, which has 6 rooms, is for conducting all official cum administrative works. Right beside it, there is another three-storied building with 10 rooms while using the roof top part for running library made of prefab .The construction of this 'B' block building in 2065 contributed a lot to systematized and modernized the teaching learning activities to those studying here. Adjoining to this 'B' block building, stands a newly constructed three storied building (though not fully completed) having the capacity of 7 rooms including a computer lab. This building has been constructed (in the first phase) with the funding provided by one of the cultural organization working in Nepal from China. KMC has the building for the hostel students comprising 20 rooms accommodating for around 40 students from quite far from this campus. Near to the hostel building, there stands a building only in its skeleton (a proposed teacher-quarter building) as campus has no fund to complete it. Campus hopes to get helping hands from any donor agencies to make it stand in its complete structure. Realizing the insufficient number of buildings, campus has already made a plan to construct a different type of high-tech building right behind the land of first front 'A' block building with some financial support from Honorable Brijesh Kumar Gupta (former minister of



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law, and now the federal legislature elected from Kapilvastu constituency no.2) and some fund from the government of province no 5. Despite having these aforementioned building, the lack of auditorium building has created a great problem to organize a large size program in campus premises. Campus is taking this concern very seriously and working hard on solving it very soon.

#### ➤ **Water, Sanitation and Hygiene (WASH)**

There are two separate toilet structures designed for both girls and boys from inside so that they can feel safer and easier while being there. Though they are the pan toilet, urinal facility in equally provided to the users. Water supply in the interior part is satisfactory. Inside designed toilet system in the administrative and newly made building has given a reasonable satisfying result to all the facilities and staff of the campus. To maintain a perfect sanitation in and out of the campus there are some hired sweepers and cleaner too. Hands-pumps supplied drinking water (certified for not having any impurities in the water) is mostly used for general drinking water by all facilities, staffs and students .However recently there has been the installation of water-filter donated by Kalika Savings and Credit Cooperatives located in Taulihawa. This has supported in maintaining a better hygiene in the campus premises.

#### ➤ **Furniture and Electronic Equipment**

The condition of furniture from the past to the present has been supplanted and modified over time considering the situation experienced in the process of teaching learning activities. Quite a couple of years ago, there used to be the System of using cemented black boards with chalk-sticks, but now there are marker boards in each of the class rooms, furniture in the class rooms is arranged in terms of the size and shape of the rooms ranging from 15-20 desk bench to 45-50. It has always been a challenge to set up student friendly for a long time. Each room contains lecture-stands and podium for effective teaching. The recent installations of CC cameras in different points of Campus premise has made it much easier to detect all inside and outside acts performed in the campus. All things and activities in the library are also under CC Cameras surveillance. Almost all necessary furnishing and equipment are suitably setup in Library and in Science lab/Computer Lab. The- head-of departments is also with lap top facility to deal with day-to-day departmental activities. Likewise, each sub-committees formed under the policy of strategic plan has also been made equipped with necessary furniture and electronic tools.



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### ➤ Hostel facility

As mentioned in the institutional profile, KMC has a building having the capacity of 20 rooms with almost all other necessary needs and requirements like toilet-bath room, drinking water and electricity. Mostly the students who are around 15-20 Km far from the Campus can stay thereafter going through a general process of getting this facility at KMC. No other Campuses in the area have such hostel facility for the needy and deserving students, but it is KMC which has been providing it for a long time to those studying here coming from a long distance. All the hostel students have to follow the hostel code of conduct as per the rules set by the campus administration. Students can live and enjoy there at a nominal fees until they complete their study.

### 3.2 Program/Academic Development

Back in the year 2037 the Campus for the First time started class in PCL (I.A., I.Com) getting affiliation from TU. And in 2047 diploma level (B.A., B.Com) class were conducted. Likewise, a long time after that, in 2063 B.Ed. was started. In this way, campus continued the series of adding program as per the need of the time up to the post graduate level M.Ed. /M.B.S. Semester and yearly programs respectively.

#### Strategic plan-2076-2080 B.S.: Kapilvastu Multiple Campus.

Programs	Date of Affiliation							
	D	D	M	M	Y	Y	Y	Y
Bachelor in Management	2	1	0	7	2	0	4	7
Bachelor in Education	0	3	0	6	2	0	6	3
Bachelor in Humanities	2	1	0	7	2	0	4	7
Masters in Management	3	0	0	9	2	0	7	0
Masters in Education	0	9	0	4	2	0	6	7

The academic development and expansion was done as per the need and requirements of students and the community. The number of students varies in different course. Yet, Campus is running all the programs. No matter

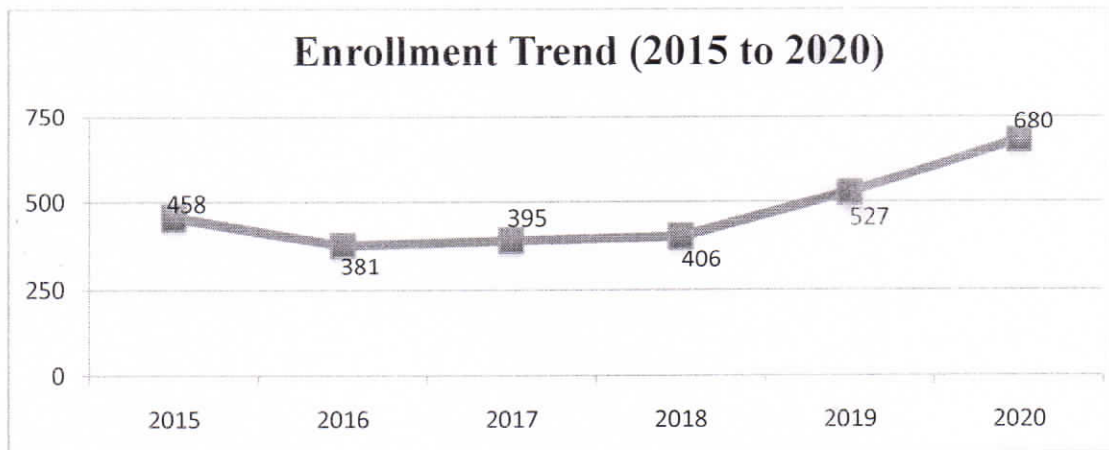


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how many students are there. There are some programs which only having scanty number of students are also run. All the programs run in the campus are applied to provide quality education to the students.

### 3.3 Student Enrolment:

The enrolment of students in the beginning period of the campus was miserable as there was a saying: three students, thirteen teachers. Despite such scenario of not getting students due to various reasons (geographical, socio economic, cultural, no mentality for higher education, lack of awareness, poverty etc) of that time, the optimistic and devoted management members, stakeholders, faculties and staffs of the campus kept on working persistently for the betterment of the campus which ultimately helped in increasing the number of students in the subsequent years. As time passed by, the campus also applied new approaches on how teaching is made effective, new programs were added giving a new way to interdisciplinary readings. This way, this student's enrolment trend seems to have moved not in an identical line but in present day time the campus has a considerable size of students. The graph shown below interprets the whole history of student's enrolment picture starting from the past to the present date



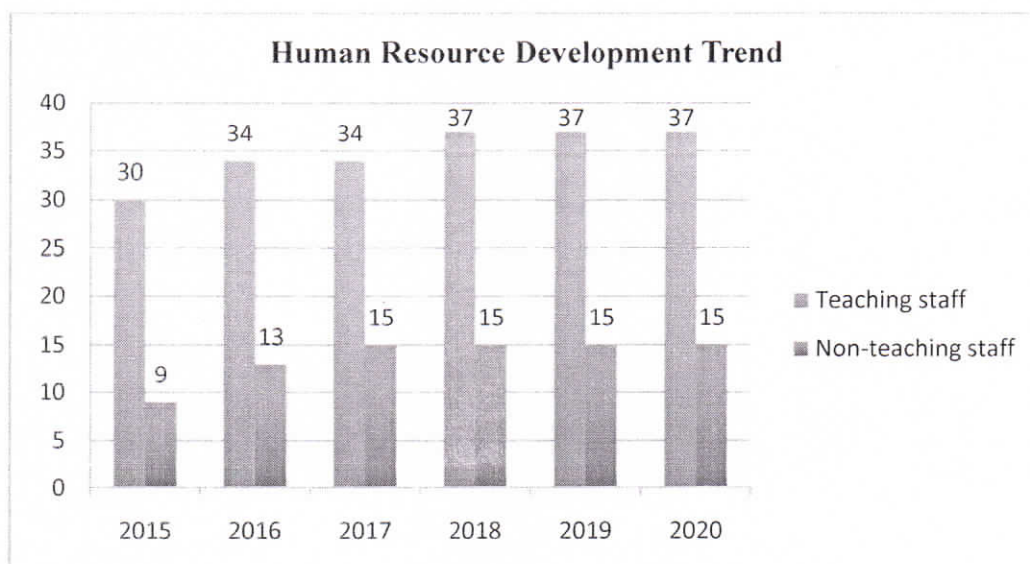
### 3.4 Human Resource Development

The developmental trend between teaching and non-teaching has significant difference. There is good growth in the number of teaching faculty with the increment in the student in the student enrollment.



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Kapilvastu Multiple Campus employs renowned and highly skilled faculty member. The campus has developed the human resources development plan to further enhance the skills of their faculty members. It is also clearly mentioned in administrative policy and campus operational guideline. Some of the major human resources development activities conduct by the campus in regular basis are described below:

**Faculty workshop and exhibition:** The 'Faculty workshop and exhibition' is unique capacity building plan of campus. The events provide opportunity for all faculty members to learn among each other and also for the student. The events start with a weeklong workshop in different themes every year and faculty member develop their theoretical skill in the workshop. Faculty wise discussions are also organized time and again.

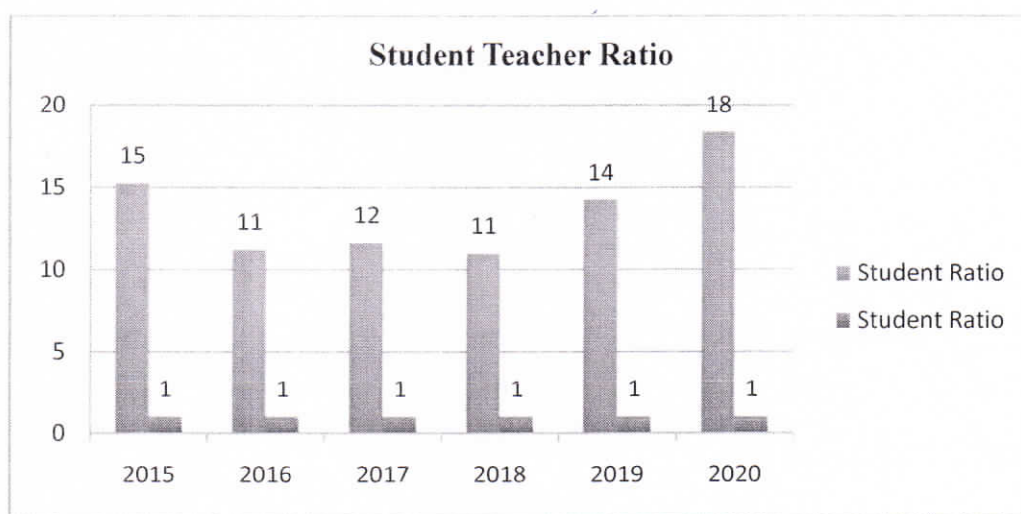
**Experience sharing:** The staffs are encouraged to share their experience with their colleague. When faculty member learn any new tools & technique or participate in any event/program, they share their learning with other peers. This is also practiced to share any specific skills among staffs.

**Training and Exposure:** As a part of human resource development, special attention is provided to non-teaching staffs with the opportunities to enhance their skills and capacity. The staffs working in administration, finance and library get different on the job training from subject experts of their field. The staffs who are interested to attend various workshop and seminar at national & international get paid leave to attend it.



### 3.5 Student-Teacher Ratio

The student-Teacher ratio of KMC seems to be fluctuated right from the history of its development. As demanded by the curriculum; the campus has managed enough faculty members to provide quality teaching-learning practice in the campus. The Student Teacher ratio has never been exceeded above 20:1 ratio from the year 2015 to 2020. This Trend implies that the institution has sufficient Teaching staff to meet the requirements. The development trend of the student-teacher ratio of the campus is given below:



### 3.6 Institutional Development

In the preliminary phase of its establishment (back in 2016 B.S.) the campus was named- 'Kapilvastu Intermediate College' endorsed from nearby Indian University, with the massive contribution shown by then educationists and social reformers, the college existed for some years. However, it was the year of 2037 B.S. in the history of the campus to establish it a community campus (affiliated to TU) giving a name 'Kapilvastu Multiple Campus', first and ever founded a community campus in the western region of the country-Nepal. The stringent and tireless effort and devotion shown from the side of the then educationist and social activities appear hard to explain and describe since it is a paramount achievement for launching classes in the field of higher level education system giving an immeasurable benefit to the learners from Kapilvastu district in general and also tremendously facilitating its adjoining districts in particular. After having the permission to run the PCL program from TU for some years, the campus gradually moved on getting approvals for conducting graduated level classes in management and humanities. Right from the time of its inception, the campus remained consistent to show praiseworthy



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results every year to the date today. Though there were plenty of obstacles to deal with the untiring willpower of the management team and the faculties involved, it managed to catch up its educational continuum every year successfully. This way the campus moved on adding new streams like three year study in BBS and BA and some years later in 2064, the campus started classes in B.ed adopting the new curriculum system of government to address the wishes of the learner of this area. Similarly, moving from graduation level, the campus with the approval from TU launched classes (for the first time in this region) in EPM in 2067 and MBS in 2070 (yearly program then) paving way to a milestone success ever made in the field of post graduation study. Following the current trends and movements initiated by TU, KMC is maintaining its quality and standard started running semester classes of M.Ed. and MBS levels right after the year 2075 to the present date in a very satisfactory and meaningful way. The graduates and post graduates from KMC have shown their proficiency and efficiency in their work place where they were, they are now and they will be in the future either in the nation or in abroad as well.

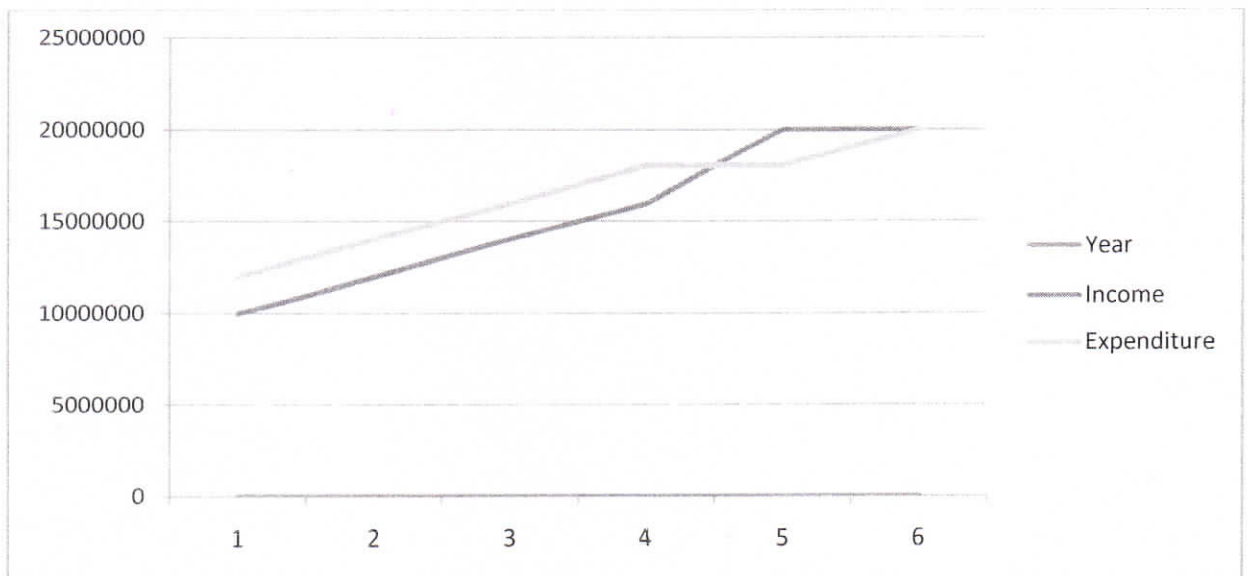
To run the campus effectively and successfully the different bodies like: CA, CMC and Campus Administration are formed and assigned different responsibilities. The management committee cannot conduct all the task of the campus alone, for that, the campus has formed a different unit which will support the CMC. The existing units in the campus are planning and Research Unit , IQAC, Education management and information unit, editing, publishing and public information, Dissemination unit, finance, procurement and maintenance unit, examination and evaluation unit, library management unit, student welfare, public relation and extra-curricular activities unit, student counseling and employment promotion unit & health and environment unit. As stated in their name, these units conduct the different activity as per the Campus operational guideline. These units will be dissolved and reformed every three years with the formation of the new management committee. Campus also forms other task based sub-committee such as the construction committee, event organizing sub- committee, hiring sub-committee etc as per the requirement and need. The formation of the campus management committee and the unit is done in an inclusive and participatory way considering the meaningful participation of females, students (girls and boys) and the person with disability. The major stake of the execution of an academic program and operation is done through the academic and administrative structure in the campus. The different administrative and academic structure of the campus is listed below.



Academic Management	Administrative Management
Education Department	Examination Section
Management Department	Administration Section
Humanities Department	Finance Section
Functional Committees	Store & Maintenance Section
	Library Section

### 3.7 Economic and Financial Development

The Campus came in existence as a Community Campus in 2037 A.D. with the financial and the donation support from shareholder of that time. The contribution from previous stakeholders and other members is the base for the financial development of campus. It was never easy for the campus to have a strong financial status. The tuition fee from the students was not enough to operate campus, with the demanding high numbers of the faculty members and teaching-learning materials.



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The table below shows the measures that the Campus has adopted till date for financial sustainability. It is more as a substantial than sustainable approach to run the campus. Campus is still struggling to manage enough resources to sustain

Year	Financial Sustainability Measures Adopted
2001-2007	Tuition fee
2008-2011	Tuition fee + grants & donations
2011-2019	Tuition fee + grants & donation
2019 onwards	Tuition fee + grants & donation

Table: Developmental trend of Financial Sustainability Measures Adopted

One of the priorities of Campus is to improve financial sustainability. For that it is necessary to increase ongoing income and minimize the expenses of the campus. The economic and financial development of campus is progressive, yet it needs more to go ahead.

### 3.8 Research, Documentation and Publication

To embolden the teaching learning professionalism, all the faculties and the student are committed to produce different articles, research and literary works. The campus has already published one *Mukha Patra – Amitav*, and planning to publish other journals in the same way. The campus management committee has approved nine members editing, publishing, and public information dissemination unit to increase and improve the publication trend of the Campus. The unit develops an annual plan to guide the campus regarding the types & standard of publication and effective means of dissemination. The unit also collects feedback from different stakeholders regarding any publication done by campus and will make necessary changes from the received feedback.

### 3.9 Extracurricular Development

Extracurricular development is central part of educational activities since it is applied subjects, student and faculties are highly encouraged to engage in different extracurricular activities. The campus has formed a unit named



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Students Welfare, Public Relations and Extra Curricular Unit taking all of its responsibilities. The types of activities are; Seminar, workshop, exhibition, tour etc. All the records related top extracurricular activities are documented and saved by the unit



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## Section 4

### SWOT ANALYSIS OF INSTITUTION

#### Strategic Goal 1: Improved standard for quality learning environment

##### 1. Strength

- The institution has been following its own form of academic calendar
- The institution has been following its own Lesson Plan for Teaching Learning Practices
- There is regular meeting of HOD with their Faculty
- KMC has formed its SQC with participative approach.
- A dedicated committee has been formed for CFSR related issues and their handling
- All the functional committee of KMC includes Teacher, student and CMC for wider participation in decision making.
- The CMC consist representation of various stakeholders including GOs, NGOs, Students etc.
- KMC has already formed Internal Quality Assurance Cell with appointment of designated person.
- There is clear provision for it in operational guideline.
- KMC has already formed Examination and Evaluation unit with the appointment of designated person for the related work.
- There is clear provision of it in operational guideline
- The cell has already developed the sample of entrance exam for needs and aptitude test of students.
- KMC has established and assigned the responsibility of recording of faculties and employees to EMIS committee for proper and systematic recording
- There is coordination of Admin. Department for the systematic recording and providing necessary data of staff.
- KMC has already formed Extension activities and outreach unit with the appointment of designated person for the related work.
- There is clear provision of it in operational guideline.
- The cell has already started several extension programs and has developed future action plan of its unit.
- KMC has recently added 2 subjects (English & Nepali) for Med students as their electives subjects.



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- Campus has recently added RD and Sociology in Humanities as focused programme for students.
- The departments with the coordination of subjective teacher do periodic assignments and assessments.
- KMC has already formed Student quality circle with the appointment of selected students for the related work.
- There is clear provision about it in SQC guideline.
- The SQC has already started several works with coordination of different functional units.
- KMC in regular interval conduct several programs to students like academic tour, sports week, Trainings etc
- KMC has already formed Employment and placement cell with appointment of designated person for the counseling work.
- There is clear provision of it in operational guideline.
- The cell yearly publishes prospectus for collage to attract prospective students.
- KMC has already formed Research management Cell with appointment of designated person for Research and Publication work.
- There is clear provision of it in operational guideline.
- KMC has already formed Library Management cell with appointment of designated person.
- There is clear provision in operational guideline and a separate statue for it.

## 2. Weakness

- The academic calendar has not been in line with the university requirements
- Academic Calendar for each department and level has not been prepared yet
- Due to inappropriate scheduling of university it's hard to apply it as planned
- There is no common Template of Lesson Plan
- The meetings are not practiced in Scheduled way.
- The Commitment level of students seems to be at lower side.
- The CFSR officer is not been appointed for fulltime in campus.
- Due to large Participation of stake holders it is hard to manage the decision making process.
- Lengthy process of formality has to be done



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- The small team of IQAC may feel hard to watch every aspects of quality in institution.
- With the longer period of time for admission and miss scheduling of university it is very hard to conduct Entrance Exam for all at a pre announced time.
- The cell ultimately need co-ordination with all departments, which some time is not possible as needed.
- Because of large volume of data campus is still not able to entry all data in EMIS.
- The committee feels very hard to coordinate with Admin. Dept. for even small works.
- There is no designated full time staff for handling Extension activities.
- Proper recording of activities are not seen in past of activities for referrals and evidences.
- KMC should have a planned pre schedule for extension activities
- KMC is still not been able to run the programs as demanded by society.
- The recording part of the assessments and assignments are a problem due to large number of students.
- SQC is still not been able to motivate and convince the students towards the active participation for the development of Institution.
- Proper recording of activities are not seen in past of activities for referrals and evidences.
- KMC should have a planned pre schedule for exposure activities.
- There is no full time staff for counseling purpose in whole campus time.
- Campus prospectus should be more informative and with clear knowledge of KMC.
- KMC has not been able to publish any Research journal till now in a systematic manner.
- With the large number of books and vast operation history, it is hard to estimate and plan about the library without actual systematic records of books.
- Library is still not been able to run in fully automated mood.

### 3. Opportunities

- Each department can prepare their own academic calendar for each level complying with the University requirements



- Each Subject Teacher can prepare online Lesson Plan through EMIS
- Each Department can prepare a schedule for regular meetings
- With the awareness about SQC, KMC can uplift the involvement of SQC for institutional betterment.
- A dedicated full time Nodal officer should be appointed in campus.
- With such high level of inclusiveness KMC can motivate several stakeholders to uplift the Institution.
- Pressure on Decision making can be seen by powerful stakeholders
- If increased the members with the given guideline and action plan, IQAC can prove to be a vital watch dog for campus.
- The cell if follows its JD and provision in operational guideline can manage the entrance exam and other tests in a systematic and coordinative approach.
- With the composition of all departments' heads in the cell as per the provision of operation guideline, it will be easy to coordinate for its work.
- KMC has a separate computer operator and sufficient number of back office staff for the entry of data.
- KMC can appoint a designated person for handling Extension activities.
- The unit should start its own recording and storage of necessary formal documents.
- It has developed a planned pre schedule for exposure activities for next five years.
- After QAA, it can go for additional programs which are demanded by students, parents and society.
- The operation of EMIS system will provide support for the smooth and easy recording of data related to assignments and other.
- SQC should inform all stakeholders clearly about the goal of unit, to motivate them for the betterment of Institution.
- SQC should start its own recording and storage of necessary formal documents.
- It should develop a planned pre schedule for exposure activities.
- KMC can appoint a separate designated person as counselor
- Campus prospectus is able to attract students for admissions.
- After the publication of Research Journal the Academic Level of KMCs' Teaching learning will go very high.
- The operation of EMIS will ease the recording, searching and daily activity of library.



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- With the development of automated library it will be easy for users to search more resources in less time.

#### 4. Threats/Challenge

- Challenge in rolling out the academic calendar due to the uncertainty of the university's calendar (particularly on the part of Examination date and result)
- To contain the study through lesson plan closes the door of other potential way of Teaching Learning Practices
- Due to Regular Department meetings during campus time classes might get hampered
- Participation of SQC in all matter of the Institution might be a threat for confidential work.
- The appointment of Full time person in campus for CFSR will increase the cost
- This can open wider range of progress for KMC and it can get support from many angles.
- It can get better coordination in operation from offices.
- Too much additional work load might be shifted on individuals with delegation of work
- It will be hard to apply for the programs where there is very high numbers of students
- Due to large number of data of past history it is very hard to manage all data in EMIS.
- Data security and safety is a vital part to manage.
- The appointment of Full time staff for handling Extension activities will increase the cost
- It is very hard to match the schedule of five year as many circumstances get changed.
- Because of lower income statues, it will be hard for campus to run expensive academic programs.
- It is very hard to manage the internal assessment formally as in all programs it is not mandatory by University.
- It is hard to motivate all students at same level.
- It is hard to match the schedule with academic plan and university schedule.
- The appointment of Full time person in campus as counselor will increase the cost



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- This will also increase the cost of institution on a regular basis which will be directly hampering its regular fee revenue.
- Power Backup will be a problem for operation of system without interruption
- The data entry will be a great challenge for EMIS as the volume of data is very big.

**Strategic Goal 2: Improved overall performance of academic programs, students' progress and administrative implementation**

**1. Strength**

- The campus already has the provision to manage the records of faculties and employees
- The campus follows all the legal formalities for appointment of new staff and temporary teaching staff as per its guidelines and statute.
- Campus has already developed and is in practice of TOR of departments and individuals.
- KMC has a clear provision of performance evaluation in its guidelines for all employs
- Campus has conducted several activities for civic responsibilities like cleaning, awareness etc., it has a clear provision and allocated responsibility to SQC for it.
- KMC in past has organized several capacity development programs with joint effort of several external agencies.
- KMC has already functioned by departments with clear Guidelines, TOR and short term & long term Action plan.
- KMC is located in a very potential area for several agencies, institutions as well international universities are in approach.
- KMC has already formed Employment, placement and counseling unit with the appointment of designated person for the related work.
- There is clear provision of it in operational guideline
- The cell has already started several programs and has developed future action plan of its unit.
- KMC from its past is in practice of providing orientation to newly admitted students.
- KMC enrollment policy also has clear guideline for conducting orientation.



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- KMC already has a clear and endorsed code of conduct handed in collage premises for both students and Employees.
- KMC has already conducted Institutional management survey in joint effort of IQAC and RMC.

## 2. Weakness

- Though the initial Records are stored in file, it is not seemed to be updated on a regular basis.
- The campus seems to be poor in field of using guest speaker for the teaching learning process.
- The TOR of respective departments and individuals need to be reviewed in regular interval for addition of new responsibility.
- It has yet not started the mechanism for evaluation of performance scientifically.
- Campus should access the need before doing any kind of civic responsibility activity
- Campus does not have a proper recording and minute system of such programs for future references and evidences.
- It's hard to coordinate with several Departments, Units and subjective committees for Management.
- Till now KMC has not done MoUs with any national or international parties
- There is no designated full time staff for handling Employment, placement and counseling activities.
- Proper recording of activities was not seen in past of activities for referrals and evidences.
- KMC should have a planned pre schedule for Employment, placement and counseling activities.
- KMC needs to provide more in detail orientation to newly admitted students with campus visit and feedback collection too
- The strict implementation of code of conduct is a big issue for the institution.
- The unit should conduct this type of survey in regular basis.

## 3. Opportunities

- The EMIS function provides great facility to manage and update the records of personnel.
- As per its provision in guidelines, KMC can call guest speakers for the better outcome of institution.



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- Campus can develop a formal mechanism for the regular update of TOR through delegation of authority in Department Heads.
- Campus has developed a 360 evaluation form for the evaluation of performance of each staffs.
- Campus has several areas to do civic responsibility activities in its surrounding with cooperation of several GOs/NGOs & institutions.
- Extension and outreach reach unit with co-ordination of several units have planned different activities for capacity development of Teacher, Staff and students as well.
- With the Clear cut JD, action plan and guideline, the responsibilities of KMC is easily delegated and clearly understood by respective staff.
- KMC has a clear provision in its operational guideline to do MoUs with different national and international parties
- KMC can appoint a designated person for handling Employment, placement and counseling activities.
- The unit should start its own recording and storage of necessary formal documents.
- It has developed a planned pre schedule for such activities for next five years with scientific tools.
- Its Enrollment policy has step by step process for orientation and is also mentioned in academic calendar.
- With a dedicated discipline unit and regular activity of SQC, it is more possible to implement it broadly.
- IQAC with co-ordination of RMC has to develop pre scheduled action plan for conducting survey on regular basis through KoBo Collect App.

#### 4. Threats/Challenges

- Software based database need to have a better backup and cloud system, which s quite expensive.
- Classes to run by guest speakers and experts will add cost for the campus.
- To allocate similar type of job and task which need a joint effort will be a great problem for Management.
- The variables and its indicator should be clearly discussed with staff for its wide acceptance.



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- Activity spread in many sectors may not give support for development specifically.
- It's hard to manage the schedule of such activities as it hampers the ongoing study classes directly.
- Due to some unclear JD and repetitive task, sometimes it's hard to know the actual responsible person.
- Being a community campus it's hard to approach all level of agencies for MoUs.
- The appointment of Full time staff for Employment, placement and counseling activities will increase the cost
- It is very hard to match the schedule of five year as many circumstances get changed.
- To provide orientation to a large volume of students in a broad process is a time and cost taking activity.
- Without a dedicated person for supervision, it's hard to implement it totally.
- The validity of variables needs to be analyzed for the confirmation of qualitative result

### **Strategic Goal 3: Improved Education Management experience and information for education development**

#### **1. Strength**

- KMC has already formed Alumni association
- KMC has statue of Alumni association.
- KMC has already formed public information cell with appointment of designated person.
- There is clear provision of it in operational guideline
- Campus has published different catalogues of it.
- RMC with coordination of Publication cell is in process to publish Journal in recent future.
- KMC has installed the EMIS for the campus operational activity.
- The campus has done AMC with vendor for regular maintenance.
- KMC has yearly conducted Tracer Study and submitted the report in UGC.

#### **2. Weakness**

- Due to the busy schedule of Alumni Students, their level of commitment is low



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- No pre schedule of interaction is prepared.
- Campus has very limited sources and method of disseminating information to Public.
- The focal person for Information is not been appointed for fulltime in campus.
- The quality in terms of information contain of catalogues is not sufficient.
- Lack of Journal is decreasing the academic level and research work practices of Teaching staff and Students.
- Due to legal process some works need to be done in manual way which duplicates the work load.
- It has not been able to record its Passed student's record in a formal mechanism.

### 3. Opportunities

- KMC can increase the commitment of alumni by preparing a pre scheduled timing of interaction & meetings.
- KMC has recently installed EMIS and website, which will be a good method of information publishing
- Campus can use Social media and focal person for information sharing.
- KMC can develop catalogues and prospectus with wider information to its stakeholders.
- Publication of Journal will improve the level of information sharing and level of research work practices among all
- With the Installation of EMIS data search, UGC reporting will be easy in coming days.
- With the EMIS installed, it will be now easy to record and trace the graduates.

### 4. Threats/Challenges

- Alumni association participants may hesitate to come in a regular basis due to their busy schedule
- The security of information and management of it will be a challenge for the institution in EMIS.
- The appointment of Full time focal person in campus will increase the cost
- The security of data and backup of files will be a challenge for the institution.





- EMIS AMC will increase the cost of institution.
- Since it has been altogether 39 year of operation of KMC, it's hard to find out the very past graduates now.

**Strategic Goal 4: Developed appropriate personal skills that are essential for independent learning/education/administrative management based around ICT**

**1. Strength**

- The Campus has its own ICT lab and established cell for it as per operational guideline.
- A dedicated person is assigned for the operation of ICT lab.
- Campus has developed separate Lab Policy for smooth operation of Lab
- Computer Facility is provided to each and every department.
- Teacher, Staff and Students can use ICT Lab for their task.
- The installed EMIS has great options for storage, Analysis and reporting of data for needful information.

**2. Weakness**

- The regular maintenance of the Lab is a problem for campus in both cost and time factor.
- The person assigned for the lab is not a fulltime staff rather it is additional responsibility on computer operator.
- Application of Lab policy fully to its user is very hard
- Maximum utilization of computer from department is lacking.
- ICT Lab only opens as per its schedule, which might be difficult for users to be flexible.
- It takes time and large effort to entry all past data of 39 years in software.

**3. Opportunity**

- Campus can make an AMC with service provider to save its cost and time.
- Appointment of dedicated person for computer Lab will add value to the work.



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- The provision of Punishment and action in Lab policy should be strict.
- With the allocation of job and authority to department, we can increase the use of computer and other resources.
- The timing of ICT lab can be modified as per users need.
- After the data entry, it will be very easy for institution to search, analyze and report the required information.

#### 4. Threats/Challenges

- AMC with Vendor will increase the operating expenditure.
- Appointment of dedicated person for computer Lab will increase salary cost of the institution.
- Due to very strict guideline, student may hesitate to use computer lab.
- The regular maintenance and servicing of all computer increases cost of institution due to careless handling.
- Over dependency of Teacher, staff and students might not be addressed by a small ICT Lab.
- The security of data and malfunctioning of software may ruin the whole process of work.

### Strategic Goal 5: Ensured Long term financial resources to continue to fulfill Kapilvastu Multiple Campus's vision and mission

#### 1. Strength

- College has already been running various self-sustainable academic programs (BBS, B.Ed., BA, MBS and M.Ed.).
- College has been sourcing regular grants as well as other performance based grants from the long period of time as a source of institutional sustainability
- College has 32 Lakhs amount of fix deposit in Bank for 3 years. And it has been adding interest amount of NRP 320,000 per annum.

#### 2. Weakness

- Unable to run programs those are highly demanded and financially viable for the institution.



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- Not being able to attract funds for research and procurement plans.
- Not being able to utilize FD amount in several other matching grants called by UGC.

### 3. Opportunity

- After the completion of the QAA process, the institution implants to bring courses like BBA and BSc. CSIT.
- QAA may open up the pre conditional doors to source/attract grants called by UGC.
- Accumulated interest can be utilized for several matching grants/programs called by UGC.

### 4. Threats/Challenges

- Challenge in employing qualified human resources and external experts.
- Lack of financial availability in the Institution may obstruct to source other grants from UGC.
- The amount may not be sufficient as matching grants. This may also affect the regular expenditure of the campus activities.

## Strategic Goal 6: Sustainable and Resilient Infrastructure

### 1. Strength

- College premises have always been a model place for clean and green environment. It also locates apart from city traffic and pollution.
- Availability of general medicine and health box.
- As it locates away from the city traffic the chances of road accidents is very low. Also, the campus premises are secured with 20 CCTV.
- New academic buildings are constructed as per the norms and guidelines to prevent natural calamities and disasters.
- Most of the academic programs have been running in existing old buildings.



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- KMC is in the process to construct one Academic Building
- Campus has ample area for construction of new Canteen building. It has its own building, which can be modified as Canteen
- Canteen has its own SOP
- Campus has ample area for construction Teachers' Residence building
- It has its own building, which is under construction for Teachers' Residence.
- Campus has a separate Guest room for visitors.
- The campus has its own Boy's Hostel of 20 rooms accommodated separately far from Academic building.
- KMC has developed separate Hostel policy for smooth and strict operation of it.
- There is a person assigned for the supervision of Hostel.
- The campus has fencing of barded wires to protect unwanted entry.
- The campus has a small auditorium cum meeting hall for the purpose of gathering.
- KMC has proposed with Province government for the construction of Auditorium Hall.
- KMC has proposed a local NGO for the construction of water Tank.
- The campus has sufficient area and rooms for the Administrative purpose.
- Campus has received amount for the construction of third floor of Management Building.

## 2. Weakness

- The regular maintenance part of the campus greenery and cleanliness is being a major challenge.
- Lack of Health desk and bed for primary health services.
- Lack of evacuation plan in the college premises.
- The campus has been meeting the augmenting needs without any master plan
- The main academic building is in weak condition.
- It will take time to construct and operate new academic building.
- Canteen is unable to handle the increasing number of students.



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- Similar break period of all classes produces high gathering in canteen at the same time.
- It is getting hard to follow all the guideline of SOP as per the locality.
- The residence area of Teachers' Quarter is very near to academic building and Hostel.
- The under construction building can only facilitate 3 family of staff.
- The Visitor room of campus should be more cozy and comfortable.
- Since the building of Hostel is very old, it needs repair and maintenance on regular basis.
- It is getting hard to follow all the guideline of SOP as per the locality.
- There is need of a designated full time person as Hostel warden.
- Barbed wire fencing is not sufficient for protection and security of KMC.
- The meeting hall of campus is not sufficient for conducting large programs.
- The proposal is still in the processing period and uncertain.
- The Euro guard water filter with the capacity of 300 liter is not sufficient.
- Since the building is old, it needs regular maintenance and repair.
- The amount is not sufficient to construct and organize the area for getting in operation.

### 3. Opportunities

- Mobilization of Gardiner for cleanliness and regular greenery maintenance of the campus.
- Construction of Health desk and bed for primary health services. Appointment of Health Counselor, Nurse and Health Assistant.
- Evacuation plan for campus can be institutionalize in close coordination with the District
- Disaster Risk Reduction committee and District Red-cross committee can be done.
- A comprehensive master plan can be developed to meet the augmenting needs of the institution



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- The current academic buildings are enough to hold current students numbers.
- After the construction of new academic building, it will be very easy for campus to offer services
- The construction of new canteen building will ease to manage the increasing number of students
- Modification in break time can distribute the gathering of students in canteen at a same time.
- SOP should be circulated and informed to all stakeholders for more acceptability.
- There is possibility of increment in Residence building by adding additional floors.
- Very few of the Teachers are demanding Quarter for Residence.
- Visitor Room has ample space and opportunity to be developed
- KMC has been able to accommodate needy and far localities students to help in their higher education efficiently and effectively.
- SOP should be circulated and informed to all stakeholders for more acceptability.
- KMC can appoint a separate person as Hostel Warden.
- KMC will propose to UGC for the construction of boundary wall.
- The construction of Auditorium hall will decrease the program expenditure of institution.
- With the proposal acceptance, it will be easy for the campus to construct the auditorium hall.
- With the construction of water Tank of 1000 liters, it will be easy to provide pure drinking water to all students, Hostel, office and visitors.
- KMC has received support from local government for the repair of Administration Building.
- Though the constructed area can be taken in use for class room with temporary adjustments

#### 4. Threats/Challenges

- Financial challenge in appointing Health Counselor, Nurse and Health Assistant.



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- Challenge in meeting activities as per the master plan because of the limited financial resources and dependability towards fund providers.
- The current academic building need to be dismantled soon.
- Construction of new academic building will increase the cost of capital expenditure of campus.
- To maintain the hygiene and cleanness in canteen as per SOP is very hard.
- Modified break time will directly hamper the schedule of class timing.
- SOP of canteen might not be as flexible as needed.
- To construct Teachers' Residence will add further maintenance cost of campus.
- It is very hard to operate residence facility to all teachers.
- Unnecessary use of visitor rooms are at high side
- The maintenance and repair of Hostel is additional burden on campus.
- SOP of canteen might not be as flexible as needed.
- Appointment of separate person will increase the operating cost of campus.
- To manage the cost participation in UGC grant will be a challenge for the KMC.
- Due to lack of Auditorium hall it is getting hard to organize workshop, meetings and similar activity.
- To manage the cost participation will be a challenge for KMC
- The contraction of deep boring for 1000 liters will absorb the water of surrounding area, by which villagers might not get water for irrigation.
- This will also affect the regular income of campus in the form of cost participation.
- The construction will hamper the internal revenue of campus as well.



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## Section 5

### STRATEGIC PLAN

#### Strategic Goal 1: Improved standard for quality learning environment

Strategic Program 1.1: Rolling out Academic calendar

Objective(s): Match the objectives of graduate program within the standard timeline offered under the University's provision.

Activities:

1. Ensure Academic calendar is developed in harmony with the University calendar
2. Ensure departments have devised the Periodic internal tests, analysis of tests result and past academic history of students
3. Engage HODs and devise remedial classes for needy students
4. Ensure other necessary events related with academic programs and affiliated university are include in Academic calendar

Indicators:

1. Academic calendar
2. Provision of internal test at periodic interval, Notice for internal tests, Test questionnaire, Analytical reports/records of test result and record of student's past academic history.
3. Provision of remedial classes for needy students, Attendance, Picture, Interaction with students and faculty from remedial classes.
4. Academic calendar of each department displaying events associated with academic programs and affiliated university, interaction with students and faculties, EMIS.

Strategic Program 1.2: Lesson plan

Objective(s):

Outline the exact aims and objectives of lessons outlined under the curriculum suggested by University.





### Activities:

1. Encourage departments to develop and implement the lesson plan harmonizing the syllabus prescribed by the University
2. Ensure Allocate and define weightage in terms of hours to directed studies, assignments, presentations and other teaching methods in lesson plan template (*inside remarks section*)
3. Ensure computer/laptop, and multimedia projector facility are in the classroom(s)
4. Ensure EMIS facility is provided to prepare audio visuals and other teaching aids to all the teachers
5. Monitor the Lesson plan execution
6. Ensure implementation and monitor/supervise the student centric interactive teaching environment in the classroom
7. Conduct student satisfaction survey to identify the learner centred teaching methods and suggest findings for adoption/improvement in lesson plan

### Indicators:

1. Harmonized lesson plan of departments as prescribed by the syllabus.
2. Weightage for each teaching method defined and allocated in terms of hours in lesson plan template, interaction with students and faculties.
3. Computer/laptop, and multimedia projector added classroom observation, logbook for multi-media room, interaction with students and faculties, lesson plan.
4. E-Learning module of each faculty
5. Observation of lesson plans execution.
6. Observation of practice of student interactive approaches inside the classroom, E-learning module of EMIS at both ends (teacher's login and student's login)
7. Survey report, improved/revised lesson plan, interaction with students, faculties and HODs

### Strategic Program 1.3: Faculty & HOD meeting

#### Objective(s):

Provide opportunities to make decision-making, announcement, share information and to review and report the academic progress



Activities:

1. Review of Departmental performance
2. Conduct faculty/department wise students' performance evaluation and need identification for remedial classes
3. Conduct department wise curriculum review meeting
4. Ensure faculties and HOD's meetings are held at periodic intervals and refurbished/plan the approach for Teaching- learning practices

Indicators:

1. Performance evaluation report
2. Remedial classes for academically weak and needy students.
3. Review report of the curriculum, recommendation letter to curriculum revision/development committee, if applicable.
4. Minutes of Faculties and HOD's meetings, Agendas and Decision made, interaction with HODs and faculties, refurbished approaches in Lesson plan, Revised/updated action plan.

Strategic Program 1.4: Students Quality Circle (SQC)

Objective(s):

Develop capacity to use systematic, scientific and analytical Quality Circle approaches, tools and techniques to identify recurring problems, analyse their root causes and solve them permanently leading to continuous improvements in innovative educational pedagogies that empowers young students to be a total quality person and pro-social personality having collaborative and creative leadership traits.

Activities:

1. Ensure Students Quality Circle (SQC) is formed and it is functional with defined roles and responsibilities (TOR) and working process.
2. Ensure teamwork and participatory decision-making and a scheme for information sharing among students.
3. Ensure civic responsibilities programs are held in close coordination with teachers and staff, Institution, industry and neighbourhood.
4. Ensure HEI is imparting moral and ethical value based education.

Indicators:



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1. Guidelines of the students circle or TOR and working process, Decision of the Committee/HEI on SQC formation,
2. Composition of the units participated by students' representative, Operation guideline
3. Student's Circle's activities in official Website of HEI, Activities minutes, event pictures and minutes/report.
4. Guideline for Academic writing/publishing/sharing/citation of information standard in library, minutes of training/orientation/workshop on practice of moral and ethical value based education practice.

#### Strategic Program 1.5: Complaint, Feedback Suggestion and Request (CFSR) Mechanism

##### Objective(s):

Offer safer and conducive learning environment through the protection and promotion of students, faculties and staff's rights to be heard, right against all forms of physical and mental abuses, and right to privacy.

##### Activities:

1. Ensure formation of a formal feedback mechanism and its function with defined roles and responsibilities (TOR) and working process
2. Ensure medium/tools (EMIS, HEI's official Website, suggestion box, suggestion & feedback record book, HEI's face-book etc.) to lodge, collect and respond complaint, feedback, inquiry or requests are in place and functional
3. Collect stakeholders' opinions and provide key findings to concerned unit for improvement/refurbishment
4. Conduct an impact study on public information sharing

##### Indicators:

1. Decision of the Committee/Institution/IQAC about the formation of CFSR Mechanism
2. Guidelines of the CFSR addressing TOR and working process
3. Activities minutes
4. CFSR/Opinion section in EMIS, Visitor's book (Aagantuk Pustaka), Feedback formats



Impact analysis report of the cell, Annual feedback analysis report/Decision on feedback

Strategic Program 1.6: Inclusive participation of student representatives

Objective(s):

Provide individual and group rights and opportunities to participate students in all aspects of college life therefore to devise and decide most appropriate learning environments to achieve their fullest potential.

Activities:

1. Ensure students representatives or members of SQC involvement in IQAC itself & other management platform/system where possible
2. Ensure HEI is organizing or sending participants to university level, regional, national and international events/activities in regular basis
3. Ensure students involvement in research and publications

Indicators:

1. Composition of the IQAC Unit and other units/management committees/sub committees/cells, Decision regarding the formation of SQC, Guidelines/Directives addressing the composition, roles, working process etc of SQC
2. Letter of invitation, recommendation letters, list of the students participated, Award certificates
3. Records of students' involvement in research and publications, Annual Report

Strategic Program 1.7: Extension activities and Outreach programs Unit

Objective(s):

Enrich students' learning experience in real life settings and inculcate humanistic values in their minds that will enable them to appreciate the universal nature of humankind in terms of given social/cultural stimuli and corresponding responses. Increase the outreach & service programs extended to the local community, community schools and colleges by seeking



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interdisciplinary/multi-disciplinary alliances to enhance extension activities and outreach efforts emanating from the college.

Activities:

1. Developing institutional strategies and plan to work with GOs/NGOs

**Extension activities such as;**

- Adoption of nearby villages.
- Formation of Self Help Groups.
- Imparting training for self – employment.
- Imparting computer training to school going children from adopted village.
- Students from the nearby-adopted villages are permitted to visit the college library.
- Training the village women to develop their skill on various self-employment/ entrepreneurial activities.

**Outreach Programs such as;**

Promotes network with neighborhood communities through organizing:

- Awareness programs on Girls Education
  - Dowry harassment.
  - Health Camps (Women's health, Health and Hygiene, HIV&AIDS etc.)
  - Insurance,
  - Small Savings
  - Celebrating world ... day
  - Rapid appraisal of needs and establishing link with service centres
  - Orientation program/Workshop on various social issues and Human Rights
  - Capacity development programs to target/needy population etc.
2. Motivate and encourage staff, faculties, alumni and students to participate in extension activities and outreach programs:
    - Appropriate use of social media
    - Creation of learning by doing environment
    - Conduct activities that may appeal to all kind of students, staff and faculties.
  3. Perform 360-evaluation and reward participants for active engagement and successful accomplishment



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4. Draft operation protocols and ensure optimum utilization of campus facilities such as meeting hall, library, computer lab, play ground, classroom etc. in lease or extra hour access to students, agencies and others for extension and outreach programs.

Indicators:

1. Extension activities:

- MoU with local government and/or NGOs for extension activities and outreach program in nearby village.
- Self Help Groups-Plan of action, progress report, meeting minutes, picture, interaction with self help group.
- Training curriculum/session plan, attendance, decision minutes, training report, pictures, pre and post test report.
- Computer Training curriculum/session plan, attendance of training participants, decision minutes, training report, pictures, pre and post test report, interaction with school going children from adopted village.
- Visitors' record of the library- displaying students visiting records from the nearby-adopted villages, HEI's/Extension activities and Outreach program unit's decision, interaction with school going children from adopted village.
- Training curriculum/session plan, attendance of training participants, decision minutes, training report, pictures, pre and post test report, interaction with village women.

2. Outreach Programs:

- HEI's/Extension activities and Outreach program unit's decision, picture of awareness programs on Girls Education and awareness against Dowry harassment.
- HEI's/Extension activities and Outreach program unit's decision on Health Camps (Women's health, Health and Hygiene, HIV&AIDS etc.), pictures of Health Camps, Beneficiaries list, MoU with Health Service center, NGOs and Local Government.
- HEI's/Extension activities and Outreach program unit's decision on Awareness programs on Insurance and Small Savings, pictures of Awareness programs.



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- HEI's/Extension activities and Outreach program unit's decision on Celebrated world ... day, pictures of world ... day celebration.
  - Needs assessment report and MoU with service centers.
  - HEI's/Extension activities and Outreach program unit's decision on orientation program/Workshop on various social issues and Human Rights, pictures of orientation program/Workshop, attendance of participants, contract/MoU with NGOs/Resource person.
  - HEI's/Extension activities and Outreach program unit's decision on capacity development programs to target/needy population, attendance of participants, contract/MoU with NGOs/Resource person.
3. Motivated and encouraged staff, faculties, alumni and students to participate in extension activities and outreach programs;
- Status and picture of Extension activities and outreach programs in social media.
  - Field placement records and progress report.
  - 360-evaluation report and best performer reward.
4. Operation protocol and HEI's/Extension activities and Outreach program unit's decision on optimum utilization of campus facilities.

Strategic Program 1.8: Internal Quality Assurance and Promotion (IQAC) Unit

Objective(s):

Help improve the quality of education for individual and/or students group in a way that it meets the quality standard as stipulated in college operational guidelines and student satisfaction employing data for decision making in academic and/or management policies, programs and outcomes.

Activities:

1. Ensure IQAC represents all stakeholders
2. Prepare Strategic Plan with action plan defining the VMGO of the HEI
3. Ensure institutional plans, programs, and strategies are in line with the HEI's VMGO in the Strategic Plan and get approved it by the concerned decision making authority



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4. Prepare a comprehensive functional guidelines addressing at least the objectives, ToR/JD, tenure, working process, and other related provisions for all the functional mechanisms including the IQAC it self
5. Make self decision or of HEI's regarding approval of the Operational Guidelines/Directives
6. Monitor the Lesson plan execution and the practice of student centric interactive teaching learning environment in the classroom
7. Conduct Organization and Management Survey in close coordination with RMC to improve the organization and management of the HEI (internally or externally)
8. Make decision while designating a person responsible for the conduction of the extension activities
9. Make decision while making strategy and defining approach to participate the teachers and students in the extension activities
10. Prepare strategies for developing institutional work and plan to work with GOs/NGOs for extension activities
11. Make decision while forming cells in the institution to analyze and record various academic data
12. Make decision or collect HEI's decision regarding institution taken any initiative to contribute/ feedback to the curriculum of the university and sending feedback letter to the University.
13. Make decision or collect HEI's decision regarding inviting visiting/guest faculty on regular basis and to recommendation for the appoint and payment for temporary/ad-hoc teaching staff
14. Conduct periodic monitor of overall performance of students employing different methods

#### Indicators:

1. Formation of IQAC representing all stakeholders as directed by Operational Guideline
2. Clear articulation of VMGO of the HEI in Strategic Plan and action plan documents
3. Institutional plans, programs, and strategies are signed and endorsed by CMC.
4. Operation Guideline and IQAC's decision regarding approval of the Guidelines/Directives.
5. Monitor checklist and report for the Lesson plan execution, interaction with teachers, students and HODs.



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6. Organization and Management Survey report and key findings, refurbished plan of action of departments/units/cells/sub-committees etc.
7. Formal provision (Operation Guideline) to involve the students' representatives (SQC) in IQAC & other management platform/system, meeting minutes of units, interaction with student representatives or SQC.
8. Appointment letter and TOR of an individual for extension activities and outreach programs.
9. Social media promoting and sharing extension activities and outreach programs, Field visit to the adopted village, Field placement and reports prepared by students, Adjuring students, staff and faculties for their outstanding contribution in extension activities and outreach programs
10. MoUs with GOs/NGOs for extension activities and outreach program and the execution of program objectives, interaction meeting with GOs/NGOs, progress reports of the program, activity snap shots, field visit and interaction with community people, students field placement report, survey and research studies.
11. IQAC's analytical reports and records of various academic and institutional data.
12. Feedback report to the curriculum development and revision committee in the university.
13. Visiting records and/or contract paper with invited faculties and eminent lecturer, Policy provision to invite guest/visiting lecturers on regular basis
14. Analytical report on students performance from each department, interaction with HODs and teachers

Strategic Program 1.9: Entrance exam for needs and aptitude's test of student

Objective(s):

1. Measure students' ability, skills and knowledge, and assess how ready students are for college-level Provision of Entrance Examination is Operation Guideline.
2. Assessment report, Department wise list of weak/slow learners, Remedial classes, Attendance of Remedial classes, Pre and Post test report of Remedial classes

Minutes of HEI/CMC on Admission schemes for new students' work



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Activities:

1. Ensure Entrance Examination policy is developed for admitting new graduates
2. Formalize and ensure the system of identifying weak/slow learners has been practicing employing multiple assessment techniques such as entrance test, group discussion, interview and past academic records
3. Define, Institutionalize and support HEI's to offer attractive Admission schemes for new students

Indicators:

1. Provision of Entrance Examination is Operation Guideline.
2. Assessment report, Department wise list of weak/slow learners, Remedial classes, Attendance of Remedial classes, Pre and Post test report of Remedial classes
3. Minutes of HEI/CMC on Admission schemes for new students

Strategic Program 1.10: Introduce and offer additional focused programs and electives to the student

Objective(s):

Provide new perspective and opportunity to expand their knowledge base and offer learning about areas that may never been explored before, and also to discover future degree and career path.

Activities:

1. Prepare list of additional focused programs like autonomous courses, vocational courses, and other electives (offered by university/HEI)
2. Initiate procedure to add Psychology and Journalism in BA
3. Initiate procedure to add MBA program, MBS, BIT, BHM, Post Graduate courses

Indicators:

1. Curriculum of autonomous courses, vocational courses, and other electives offered by HEI



2. Program approval letter of University for Psychology and Journalism in BA
3. Program approval letter of University for MBA, MBS, BIT, BHM program and Post Graduate courses

Strategic Program 1.12: Research management & Publication

Objective(s):

Develop a culture of quality research practice and publication

Activities:

1. Ensure teaching-learning practices are combined with research and vice-versa  
*(Term paper, presentation, curriculum based project work, Allocated lecture hours in research based teaching learning pedagogy.)*
2. Conduct study to measure outcomes of research based teaching and assess its impact basically based on the contribution of RMC and RPC (Research & Publication Committee)
3. Assist HEI in developing linkages with related national and international agencies for teaching and/or research
4. Plan together with RMC to promote teaching learning and research activities in collaboration with other national and international related agencies
5. Plan or create provision together with RMC to encourage students and teachers to do case studies, project works, thesis etc.
  - Encourage PG students doing project work
  - Teachers are given research study/ project work leave
  - Teachers provided with seed money to conduct research study/ project work
  - Provision of Program wise Research Evaluation Committee
  - Adjustment in teaching load/schedule
6. Allocate and approve separate budget (certain percent) for research and other research related works of HEI.
7. Collaborate with RMC to keep records of percentage of teachers engaged in active research: guiding research scholars, operating projects. Also Ensure RMC cooperates with Editing, Publishing and Information Dissemination unit for regular research /journal publication etc.



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8. Plan to have externally funded research projects in personal/institutional level and carry out externally funded research projects in regular basis
9. Keep details of on-going research projects funded by external agencies
10. Publish research journal(s) and academic publication by the HEI in regular basis
11. Offer consultancy services in institutional level
12. Conduct in-house research projects on various social/ education/ economic and academic activities.

Indicators:

1. Provision of research based teaching and learning practice, teaching and learning pedagogy determined in Lesson plan and practiced.
2. Students doing project work, Research study/ project work leave to faculties, Seed money for faculties to conduct research study/ project work, Formation of Program wise Research Evaluation Committee, Adjustment in teaching load/schedule, Capacity for academic thinking.
3. MoU with national and international agencies for teaching and/or research
4. Budget sheet/plan
5. Record of percentage of teachers engaged in active research, guiding research scholars, operating projects.
6. Peer reviewed research journals and publications.
7. Annual plan of action of RMC, MoU/Contract paper, report of research projects, Bank statement.
8. Agreement/Contract paper with external agencies and institutions for consultancy services.
9. In-house research projects report

Strategic Program 1.13: Library cell

Objective(s):

Activities:

1. Prepare guidelines to systematize library functions
2. Prepare systematic record of all the collections in the library/ While doing so, differentiate both the item of resources and total number Resources (CD's/DVD's, Book CDs, Databases, AV Resources)
3. Manage E-library and avail the E-resources



4. Make a list of recently added resources in the library/E-library during the last two years (with their cost)
5. Establish need-based small departmental library in each department
6. Make the library open-accessed both virtually and manually
7. Manage the seating capacity in line with the proportion to the number of visited number of students
8. In line with the institutional organogram, prepare separate organizational structure of the library
9. Design/ assess staff development programs for library and prepare strategy for regular need-based training to library staff, in regular basis
10. Make the library system with full automation
11. Allocate regular budget for library
12. Manage library budget as per the need of resources in the library
13. Ensure the library provide the different services/facilities such as;
  - Prepare plagiarism policy of the HEI and bring into the force
  - 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 (Have a formal agreement with colleges or universities for the collaboration to use different inter-university facilities/services)
  - Networking services
  - Power backup facility
14. Furnish details on the following
  - Average number of books issued/returned per day - Manage issue and return log book in the library
  - Average no. of users visited / Documents consulted per month - Manage library visitors' log book
  - Please furnish the information on no. of Log- ins
  - E-Library Services/E- Documents delivered per month- Keep the records of library log-ins for the use of e-library
  - Ratio of Library books to number of students enrolled - Calculate the books-students ratio (Basically 5:1 in textbooks and 10:1 in reference books)



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Indicators:

1. Library guidelines
2. Library records
3. Online library portal to access E-resources.
4. Small library in each department
5. Notice for Library hours to each group (program & year/semester) of students.
6. Library Organogram
7. Certificate of training, recommendation letter, invitation letter, Budget sheet
8. Automated library
9. Budget sheet, Operation Guideline of Library cell.

Strategic Program 1.14: Exposure programs to students

Objective(s):

Offer students an exposure to academic, research, industrial and cultural facets and prepare them for a dynamic professional career.

Activities:

1. Combine teaching-learning with exposure programs such as study tour, field visit, study camps, culture events etc.
2. Organize or send participants to university level, regional, national and international sports activities in regular basis
3. Prepare annual list (report) of such participants
4. Resource allocation for exposure visit program

Indicators:

1. Provision of exposure program in Operational guideline, HEI's decision for exposure programs, Allocation of Budget, Report of exposure program.
2. Invitation letter, Letter of recommendation, Certificate of participation, list (report) of such participants etc.

Strategic Program 1.15: Counseling to the prospective student about the scopes & prospectus of academic programs



Objective(s):

Orient about the scope of the program and its components, and guide them through the admission procedures and credentials required.

Activities:

1. Make provision of course counseling for prospective students
2. Assign HOD/ counseling officer for course counseling

Indicators:

1. Provision of course counseling for prospective students in Operation Guideline, Counseling record and analysis.
2. TOR of the HOD, Counseling record.

**Strategic Goal 2: Improved overall performance of academic programs, students' progress and administrative implementation**

Strategic Program 2.1: Institutional Management survey

Objective(s):

Maintain and enhance the quality of education experienced by the students.

Activities:

1. Conduct a survey to improve the Institutional and management of the HEI (internally or externally)

Indicators:

1. Report of Institutional Management survey. Use of study findings to improve quality improvement of HEI.

Strategic Program 2.2: Recruitment of new staff (as per need) as well as temporary teaching staff, guest speaker

Objective(s):



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Reduce the attrition and improve the productivity of staff and faculties' for far-reaching impact on institutional performance.

Activities:

1. Ensure circulation/publication of call for application through social media and/or Announce internal vacancy or advance procedure for promotion to appoint candidate(s) as per the requirement
2. Ensure notice of announcement/examination/result
3. Ensure applications are received and applicants are shortlisted based on their experience, eligibility and personal details. Ensure and oversee the arrangement for written test, practical test and interview with the selected candidates.
4. Form a selection committee
5. Ensure selection committee conducts the examination
6. Attend the Demo Class session for candidates' evaluation (only applicable for teaching faculties)
7. Attend the Interview session along with Selection Committee and ensure the fair selection process
8. Ensure selection committee prepares the minutes of selection process
9. Ensure administration prepares and provides the Appointment Letter and detailed job description to newly appointed administrative personal/ staff/ faculties as per the articulation in Prashasahnik Niyamawali of HEI
10. Ensure budget allocation for recruitment task in the annual budget of HEI
11. Ensure HEI invites the guest/visiting faculties in regular basis
12. Ensure appointment letter is provided along with the ToR/JD to the existing staff and faculties

Indicators:

1. Call for application notice or internal vacancy announcement or advance procedure for promotion.
2. Notice of announcement/examination/result.
3. Notice of shortlisted applicants, interview minutes/record.
4. HEI's decision minutes for the formation of selection committee and TOR of the committee.
5. Picture of demo classes and students' satisfaction about demo classes.
6. Minutes of interview session.



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7. Appointment Letter and detailed job description of newly appointed administrative personal/ staff/ faculties.
8. Budget plan of HEI.
9. Pictures of guest lecture, contract paper, invitation letter

#### Strategic Program 2.3: TOR of departments and individuals

##### Objective(s):

Ensure individual/departments are clearly directed towards the mission, vision, goals and objectives of the institution and deliverables as per their roles and responsibilities.

##### Activities:

1. Ensure appointment letter and ToR/JD are provided to staff and faculties
2. Ensure ToR of Department is created and facilitated to appointed person

##### Indicators:

1. Appointment letter and ToR/JD of staff and faculties
2. ToR of Department, minutes of facilitation program to department heads/unit/cell in-charge, Attendance of the facilitation program, Pictures

#### Strategic Program 2.4: Performance Evaluation of the faculties, staff, department, unit and institution

##### Objective(s):

Measure and improve the performance of faculties, staff, department, unit and institution.

##### Activities:

1. Develop 360 evaluation/written schemes (separate formats for Performance appraisal, Peer appraisal, Self appraisal, and Student appraisal for individual Faculty & Staff to evaluate the pre- defined job responsibilities



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2. Develop Institutional appraisal form for units and departments to evaluate the pre- defined responsibilities
3. Develop forms for student satisfaction on institution experience and conduct the survey/evaluation
4. Ensure distribution of appointment letter along with the ToR/JD to faculties, staff and Department

Indicators:

1. 360 Evaluation formats and Performance appraisal report of faculties and staff.
2. Performance appraisal report of units and departments.
3. Student satisfaction report on institution experience.
4. Appointment letter and ToR/JD of faculties, staff and Department.

Strategic Program 2.5: Record keeping of faculties and employees

Objective(s): To ensure a complete, accurate and current record of faculties and employee in relation to their job and employment status.

Activities:

1. Establish appropriate communication with staff and faculties to maintain accurate records and keep them updated.
2. Employ 360 evaluations with staff and faculties and gather information, identify gaps in skills, availability of resources, and analyze the comprehensive information about the workforce.
3. Supplement Planning and Research unit for strategic plan and capacity development activities.
4. Obtain accurate understanding of available human resource to administer and/or operate daily college activities as well as the college mission.

Indicators:

1. Updated records of internal communication.



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2. Report on current workforce status illustrating gap identification in skills and availability of resources.
3. Incorporation of Tailor-made trainings and capacity development programs in strategic plan, training reports, recommendation letter/ attendance, picture etc.
4. Records of on-board employees, reports on capacity development programs, performance appraisal report of institution, department/unit and individual.

Strategic Program 2.6: Employment cell (EC), placement service and counseling unit

Objective(s):

Guide students to choose right career path and, provide them with knowledge, skill and aptitude to bridge the stringent gap between industry and qualified students available in the college.

Activities:

1. Identify suitable potential employers, organize employers' events/meet to know their hiring goals, lookouts and campus interview
2. Communicate with Alumni for available openings
3. Offer skills development training to students based on industry scope in close coordination with other units (Personality Development, Communication skills, Interview skills, Expectation Management Workshops,
4. Create interaction/orientation program on career planning, objectives, possible career option and job search strategies
5. Organize mock interviews, aptitude test and Psychometric test
6. Facilitate career counseling and motivate students for self-employment
7. Make a system of record keeping: such as placement of the student through institutional placement service, career counseling, skills development trainings etc.
8. Job updates both Govt. and Non Govt. to students through different institutional communication channel/medium such as departmental notice board



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Indicators:

1. Profile list of potential employers and nature of agency, Employers' events/meet report and/or pictures.
2. Meeting Minutes and decision made.
3. Scope/need assessment report, Pre and post training test. Attendance. Training curriculum/session plan, training pictures etc.
4. Pictures of interaction/orientation program, Job search strategies.
5. Mock Interview and aptitude test result, Attendance.
6. Career counseling record. Proposal or Progress report of Micro/Small projects.
7. Tracer study, Employment and placement unit report.
8. Job notices

Strategic Program 2.7: Inculcation of civic responsibilities

Objective(s):

Inculcate about the rights and duties about social, cultural, political, economical and governance affairs.

Activities:

1. Assist HEI to design and play ISR role for the students
2. Ensure HEI plays ISR activities such as free ship, scholarship, assistantship, other supports for students
3. Prepare students' code of ethics/conducts
4. Place moral quotes in the HEI
5. Assist and ensure Library prepares and implement plagiarism policy of the HEI
6. Ensure conduction of extension activities and outreach programs

Indicators:

1. Free ship, scholarship, assistantship, and other supports records.
2. HEI code of ethics/conducts.
3. Moral quotes displayed in the HEI premises.
4. Plagiarism policy/guideline of the HEI.
5. Extension activities and outreach programs reports.



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## Strategic Program 2.8: Capacity development programs

### Objective(s):

Obtain, improve, and retain the skills, knowledge, tools, equipment, and other resources needed to perform jobs competently

### Activities:

1. Conduction of faculty development programs
2. Ensure record keeping system of faculty development programs in place and functional
3. Ensure provision for faculty development programs
4. Conduct all-round personality development of the learners
5. Develop short curriculum/schedule for capacity development programs: seminar / training/ workshop etc.
6. Ensure provision for faculties to attend in seminars/conferences/ workshops as participants/resource persons/presenters
7. Allocate regular annual budget for seminars/conferences/ workshops and/or budget for faculties to participation such programs as participant/resource persons/presenters
8. Form ECA/CCA Committee, give JD/TOR, prepare Institutional calendar to conduct entire related activities
9. Conduct the activities in regular basis as planned and keep the records of all activities
10. Design/assess staff development programs for library in coordination with Library cell/committee
11. Conduct success study to analyze number of teachers who benefited out of them

### Indicators:

1. Certificate of participation to faculty development programs.
2. Record of faculty development programs (department wise, if any).
3. Curriculum of capacity development programs.
4. Letter of participation in seminars/conferences/ workshops as participants/resource persons/presenters.
5. Annual budget plan for development programs.
6. Operation Guideline of ECA/CCA Committee.
7. Study report of faculty development programs.



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Strategic Program 2.9: Develop and implement Code of Conduct (college timings)

Objective(s):

Establish institutional and individual performance benchmarks to promote institutional mission, values and principles.

Activities:

1. Prepare students' code of ethics/conducts
2. Place moral quotes in the HEI
3. Prepare plagiarism policy of the HEI
4. Organize a detail orientation/ induction program after admission (before class) and provide necessary orientation incorporating these items to the students
5. Plan other thematic orientations as well when and as needed.

Indicators:

1. Display of students' code of ethics/conducts inside the HEI premises.
2. Display of moral quotes inside the HEI premises.
3. Plagiarism policy of the HEI in operation guideline.
4. Students' code of ethics/conducts sharing session in Orientation/ induction program.

Strategic Program 2.10: Institutionalize Department with Guidelines, TOR, Action Plan, and other necessary facilities

Objective(s): Embed, adapt, and change the rules and procedures in both administrative and performance levels.

Activities:

1. Create provision of TOR for each Department in Operation Guideline
2. Develop TOR of each Department
3. Orient HOD and related faculties about the TOR of Department
4. Review TOR of the Department annually



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5. Ensure each Department prepares Annual Action Plan
6. Perform evaluation of departments and/or units against their pre-defined job responsibilities.
7. Ensure each department is provided at least one computer

Indicators:

1. Operation Guideline.
2. TOR of each Department
3. Attendance of Orient program, Picture and presentation slides/materials.
4. Review minutes regarding TOR of the Department.
5. Department wise Annual Action Plan.
6. Performance evaluation report of departments and/or units.
7. Department visit, Issue letter/record of computer

Strategic Program 2.11: Course orientation to newly admitted students

Objective(s):

Address the academic expectations of students, foster self-directed approach to institutional services and familiarize with the institutional environment and availability of resources.

Activities:

1. Organizing orientation program after admission (before the commencement of class)

Indicator:

1. Communicated about the program.
2. Evaluation system.
3. Codes of conduct and other relevant institutional provisions and requirements.
4. Picture of Orientation program and attendance



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Strategic Program 2.12: MoUs with other institutions, universities, agencies, networks, national and international parties

Objective(s):

Develop and promote academic and educational cooperation through mutual understanding between two institutions and agencies.

Activities:

1. Make institutional policy on collaboration to work and plan the extension activities along with NGO's and GO's
2. Prepare strategies to work with GOs/NGOs
3. Develop linkages of the HEI with related national and international agencies
4. Plan to promote teaching learning and research activities in collaboration with other national and international related agencies
5. Develop institutional networks with industries in neighbourhood to help better implementation of the curriculum

Indicators:

1. Operation Guideline.
2. Action plan of Extension activities and outreach program unit.
3. MoUs with national and international agencies.
4. MoUs with industries in neighborhood.

### **Strategic Goal 3: Improved Education Management experience and information for education development**

Strategic Program 3.1: Conduct Tracer study

Objective(s):

Know whereabouts of the students who have graduated from the institution and also to get the information about activity status of those graduates to make sure that the knowledge and skills learnt during the program are in use.



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Activities:

1. Analyze annual/semester results and prepare result analysis report (including pass percentage, drop outs and progression)
2. Conduct tracer study in regular basis  
# Furnish the following details:
  - Percentage of regular students appearing for the exam
  - Dropout rate (drop out from the course)
  - Progression to further study (Bachelors to Master, Master to M. Phil/PhD)
  - Prominent positions held by alumni
  - Nepal Civil Services Examinations
  - Other employment related examinations
  - International level entrance examination
3. Form a formal association of former students (Alumni) and make them functional with defined roles

Indicators:

1. Analytical Report displaying statistical progression in passing percentage and decrease in dropouts rate.
2. Tracer study displaying statistical report in following details:
  - Progression in percentage of regular students appearing for the exam
  - Decrease in dropout rate
  - Progression in number/percentage of graduates for further study (Master, M. Phil, PhD and Post Doctoral)
  - Progression in number/percentage of graduates holding prominent positions in various organizations.
  - Progression in number/percentage of graduates passing the Nepal Civil Services examinations, other employment related examinations and International level entrance examination:
3. Operation Guideline of Alumni Association, Meeting minutes, Active and Meaningful engagement of Alumni Association in college activities, pictures etc.

Strategic Program 3.2: Catalogues and Journal Publication

Objective(s):

Provide a scholarly venue for the formation and dissemination of discourses related to the ever-expanding academic field for research publication purposes.



Activities:

1. Publish research journal(s) in regular basis
2. Percentage (%) of teachers publishing research papers in reputed journals
3. Coordinate with RMC and Publication for research publication
4. Publish other academic publication by the HEI in regular basis

Indicators:

1. Institutional research journal(s).
2. Published faculty research papers in journals.
3. RMC publications.

Strategic Program 3.3: Education Management Information System (EMIS) cell

Objective(s):

Enhance the quality of education by facilitating knowledge management and administrative activities from data storage to and decision-making.

Activities:

1. Formation of EMIS cell in the institution to analyze and record various academic data
2. Provide JD/ToR to make it functional with a working office
3. Prepare guidelines to systematize its functions
4. Install software system and integrate at least administration, finance, library and examination at ones

Indicators:

1. EMIS provision in Operation Guideline, Analytical record of various academic data
2. JD/ToR of EMIS officer
3. ToR of EMIS cell
4. EMIS



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### Strategic Program 3.4: Engaging student alumni

Objective(s): Promote Fine Arts education by exchanging invaluable career experience, lifelong support and giving back to the alumni community

Activities:

1. Form a formal association of former students (Alumni) and sub Committee for ECA/CCA, make them functional with defined roles
2. Prepare JD/TOR, annual calendar to conduct entire related activities
3. Prepare annual plan of action, conduct the activities in regular basis as planned and keep the records of all activities
4. Organize skills development activities
  - Capacity to learn
  - Communication skills
  - Numerical skills
  - Use of information
  - Work as a part of a team and independently
5. Conduct all round personality development program for the students
6. Conduct tracer study in regular basis

Indicators:

1. Constitution of Alumni Association.
2. Annual plan of action and, activity reports.
3. Operation Guideline, Minutes of skills development activities, attendance, and event pictures.
4. Operation Guideline, Minutes of personality development programs, attendance, and event pictures.

### Strategic Program 3.5: Formation of public information cell

Objective(s):

Share ideas, activities and programs of the college know to its target audiences. Raise its profile by spreading knowledge and achievements.

Activities:

1. Define the areas of information published by the cell



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2. Define the tools to publish these information in regular basis
3. Collect responses, if any in close coordination with CFSM, on the published information
4. Evaluate the impact of public information on quality improvements in coordination with IQAC unit
5. Publish Student's Prospectus annually
6. Use website to disseminate these information

Indicators:

1. Published data, journal, research paper, cut-outs, pictures etc.
2. Newspapers, Magazines, Institutional special magazine.
3. Collect feedback/responses through CFSM.
4. Impact study report.
5. Prospectus
6. Institutional official website.

**Strategic Goal 4: Developed appropriate personal skills that are essential for independent learning/education/administrative management based around ICT**

Strategic Program 4.1: Establish ICT cell

Objective(s):

Improve quality of learning experience with the help of education media, internet service and updated computer facilities.

Activities:

1. Enhancing the ICT facility with the growing need of institution
2. Have a formal agreement with service provider for maintaining/updating the computer facilities in the HEI
3. Maintaining/updating the computer facilities



Indicators:

1. HEI's decision and Notice for the use of Computer facility.
2. Agreement paper and maintenance checklist.
3. Maintaining/updating records.

Strategic Program 4.2: Access to computer facility

Objective(s):

Improve the quality of education through interactive teaching and learning methods, and bringing institutional attention to individual students' needs and support-shared learning.

Activities:

1. Provision computer/laptop, and multimedia projector in the classroom
2. Plan for providing computer facility to both the students and faculties
3. Prepare a computer lab accessible for students
4. Give at least one computer in the department
5. Prepare Standard Operating Procedure (SOP) incorporating code of ethics, security system and way of using/handling the equipment in the lab
6. Prepare a comprehensive lab manual incorporating the information of working hour and its access on holidays and off hours
7. Develop computer aided learning packages using the computers in the department
8. Conduct case studies to explain the output of the computer aided learning packages in various subjects

Indicators:

1. Logbook of Multimedia/projector aided classrooms, classrooms visit.
2. Routine for each program.
3. Department visit.
4. Code of ethics, security system and SOP for equipment use.
5. Lab manual.
6. LMIS
7. Case studies



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### Strategic Program 4.3: Managing Information System

#### Objective(s):

Provide a comprehensive overview of college information those are needed to make decisions ranging from daily minutiae to top-level strategy.

#### Activities:

1. Prepare guidelines to systematize EMIS functions
2. Install EMIS software system and integrate at least administration, finance, library and examination at ones
3. Adopt EMIS for innovations in teaching-learning (better to flip the classroom teaching learning and evaluation system)
4. Define the areas of analysis (at least, include UGC recommended data reporting areas) in Strategic plan and guidelines
5. Define institutional data keeping and recording system
6. Make almost all the information open to all its stakeholders
7. Make methods of study and analysis open/public to the stakeholders
8. Receive feedback and suggestions in coordination with CFSM, if any and Incorporate them for improvement
9. Conduct impacts study of EMIS on decision-making process and generate impact analysis report
10. Generate some items and produce proof of quality improvements initiated due to the use of information system
11. Develop computer aided audio visual teaching and learning practice in the classroom
12. Make library functions automated that is capable of generating list of library resources

#### Indicators:

1. EMIS operational guidelines.
2. Administrative, financial, library, examination and many more functional sections in EMIS.
3. Lesson plan, assignment and evaluation facility in EMIS.
4. UGC recommended reports for EMIS data.
5. Centralized data management system.
6. User specific EMIS login access.
7. Study Methods and analytical reports shared through Website.
8. CFSM (Complaint, Feedback and Suggestions Mechanism) in EMIS.
9. Impact study report on use of Information System/EMIS.



10. Computer aided audio-visual classroom.
11. Automated library functions.
12. Impacts study report on implication of EMIS on decision-making process.

**Strategic Goal 5: Ensured Long term financial resources to continue to fulfill Kapilvastu Multiple Campus's vision and mission**

Strategic Program 5.1: Introducing self sustaining programs/course

Objective(s): Tailor to meet the well defined special needs of students

Activities:

1. Introduce self-sustaining programs/courses to strengthen the regular academic programs
2. Design Programs for soft skill-based non-credit courses

Indicators:

1. Curriculum of self-sustaining programs/courses, Need assessment report, Pre and Post test report, Attendance, Picture
2. Curriculum of soft skill-based non-credit courses, Need assessment report, Pre and Post test report, Attendance, Picture

Strategic Program 5.2: UGC grants

Objective(s):

Enhance the quality research culture among students and faculty as well as to motivate faculties and students to undertake professional research projects and innovations.

Activities:

1. Engage faculty and students to prepare dissertation and seminar papers as a part of research activities
2. Form an institutional ethics committee constituted on the referential patterns and standard guidelines



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3. Organize capacity building training and/or workshops on research methodology, academic writing and in other areas.
4. Organize research conference, poster presentation competition and encourage a large number of students and faculties to participate such events enthusiastically.
5. Engage faculty and students to take up inter-university research opportunities, research projects of individual firms and/or agencies on contemporary local, national and international issues. Also, motivate them to undertake UGC sponsored research projects/grants
6. Encouraging students and faculties to publish original research work in in-house/leading/reputed Journals and presenting at conferences.
7. Reward best research presentations and encourage them to take part in national and international level conferences with their presentations.
8. Organize National Level Research Conferences

#### Indicators:

1. Record/institutional level publication of dissertation paper and seminar papers.
2. Provision of institutional ethics committee in Operational Guideline. Referential patterns and standard guidelines of institution complying with the University standard.
3. Provision in Operation Guideline, Strategic Plan document, training and/or workshops minutes, Pictures etc.
4. Conference notice or call for paper, Conference report. Conference publication, recommendation letter to conference participants.
5. Inter-university research work MoU/agreement, research proposal, UGC sponsored research projects/grants certificate, Research report/publication etc.
6. In-house/leading/reputed Journals (peer reviewed)
7. Publication of best research presentations. Recommendation letters etc.
8. Minutes for/of conference secretariat, Call for paper, Conference information sharing mediums, Conference publications, Conference schedule, Conference Report etc.



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## Strategic Goal 6: Sustainable and Resilient Infrastructure

Strategic Program 6.1: Comprehensive master plan to mobilize resource for the enhancement of academic programs

Objective(s):

Provide modern infrastructure facilities to students for better learning environment and working environment for faculties and staff.

Activities:

1. Develop comprehensive master plan indicating the existing buildings and the projected expansion in the future (engineering design)
2. Prepare Action matrix of master plan: Library, computer lab, laboratories, counseling, career, internet, recreation, etc. to demonstrate available support facilities for conducting the education programs in the institution

Indicators:

1. Prepare master plan indicating the existing buildings and the projected expansion in the future (engineering design)

Strategic Program 6.2: Environment, Health, Safety and Security (EHS)

Objective(s):

Protect the health and safety of students, faculties and staff, and contribute to the development of conducive teaching and learning environment in which HEI operates.

Activities:

1. Organize events/activities to keep the institution clean, green and pollution free



2. Organize Safety and security training to students, staff and faculties (annually)
3. Organize Emergency response and preparedness training to students, staff and faculties (annually)
4. Organize annual medical surveillance to students, staff and faculties
5. Arrangement of Sick room, first aid, and medicines, counseling room to make available of various health services to students, teacher and other staff
6. Sign MoU with nearby health facility/hospital
7. Establish and ensure Safety, Security and Emergency Response mechanism is in place

Indicators:

1. Announcement and maintained clean, green and pollution free institutional premises.
2. Training curriculum/session plan, participants can briefly tell about the training objectives and content learnt, attendance, picture.
3. Emergency response and preparedness plan and availability of emergency response utilities, Training curriculum/session plan, participants can briefly tell about the response plan, attendance, and picture.
4. Provision of Medical surveillance in Operational Guideline, MoU with health facility, Medical surveillance report, Pictures.
5. Availability of sick room, updated first aid box, and counseling room.
6. Safety, Security and Emergency Response mechanism and plan.

### 5.7 Provisions for Monitoring and Evaluation

To demonstrate continuous improvement in overall performance of the college, the IQAC in close coordination with RMC will perform the periodic monitoring and evaluation both for academic and management activities. This will start by devising IQAC's annual monitoring and evaluation plan. The plan will incorporate programs like carrying out student satisfaction survey, Teachers performance evaluation, academic audit and Institutional Management Survey by ensuring students participation in every instance that chiefly plays decisive role in their academic-psychological-physical- and intellectual development. Impact study of research based teaching, performance evaluation of department and



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individual, assessment for tailor made capacity development trainings and other relevant programs will also be kept in the IQAC's plan of action. The formation of IQAC will be as mentioned in the Operational Guideline. In order to ensure the prejudice free assessment, primacy to inclusiveness will be given while forming the unit. The monitoring and evaluation report will be thus provided to the respective program units for quality enhancement and policy incorporation.

### **5.8 Assumptions/Limitations**

Kapilvastu Multiple Campus aims to bring all programs to the completion. However, the assumed limitations of the strategic plan are as follow:

- a) Over burdening of the goals and targets for achievement
- b) Challenges in financial resource management for units/cells/sub-committees particularly RMC and Publication cell.
- c) Financial hardship to look after new appointees for units/cells/sub-committees.
- d) Presently there is no donor besides UGC, also the grants process are cumbersome.
- e) Current infrastructure is inadequate from the point view of Educational program and safety perspective.



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## Section 6

### Resource Mobilization-- Stakeholders' Concerns and Commitments

#### 1.1 Stakeholders' forum

The Campus Assembly is an apex body comprised of all stakeholders: founder members, general members, Mayor of Kapilvastu municipality, a representative of the affiliated University, teachers, and students. The purpose of the assembly is to discuss, deliberate and formulate strategies and provide guidance for their implementation. Also it serves as a policy making body and oversees governance/administration issues; acts as a decision making body; and is responsible for promoting quality of education at the Campus.

Executive power is vested in the Campus Management Committee, a smaller unit. Its mandate is to oversee the day-to-day implementation of the policies and strategies devised by the Campus Assembly, and routine activities including financial administration. Campus Management Committee remains accountable to the Campus Assembly and monitors overall performance against strategic goals and indicators, makes periodic and timely progress reports incorporating best practices and submits to the assembly.

The Campus's ex-students' forum has been named "Alumni of Kapilvastu Multiple Campus" and has the definite purpose of making the Campus visible to the outside world. In order to achieve its aim, Alumni have been canvassing best intentions of the Campus to solicit moral and financial support from various sectors, individuals and also advising Campus Management Committee (CMC) for excellence. Alumni are also a bridge builder between and among the Campus, students, ex-students, community, supporters, and market. Alumni members also act as role models for the current students. In a nutshell, the Alumni's role has been realized as crucial in the overall development and beneficial to the Campus.

With the aim to enrich the academic excellence and enhance the experience of quality student life, a group of students within the Campus has come together to form a Student Quality Circle (SQC). It is a small group of student volunteers representing each academic program and year. The SQC converges student representatives for Institutional Quality Management and, also focuses on team building, collaborative learning approach.



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leadership development and attitudinal change through problem solving skills.

### **1.2 Commitments and concerns**

The Campus has always been committed to offer quality education in Business studies, Education and in Arts therefore to produce qualified, dynamic, skilled and competent graduates. A dedicated group of faculties/staff, SQC and Alumni groups have extensively been engaged for quality learning achievement and splendid experience of student life. Most importantly, considering the contemporary market scope the Campus has been paying considerable attention in delivering quality education, its methods and approaches keeping students at centre of all concerns. For the promotion and excellence of quality education, Campus has always been striving to cultivate a harmonious relationship with parents group, local community members and University by meeting the university quality standards as well as educational needs and concerns of the students.

### **6.3 Networking**

As a non-profit academic institution, Kapilvastu Multiple Campus greatly needs support of the people that are related to or wish well for its development. The Campus's network is made up of founder members, assembly members, mayor, alumni, teaching and non-teaching staff and current students. The existence, visibility, development of the Campus majorly rests on this network. This network connects the Campus with academicians, connoisseurs, local government, similar academic institutions, grant makers, and the wider world.

In an effort to expand the range of cooperation, the Campus's teaching and non-teaching staff and students often organize and/or attend a wide array of events both in and out of the province/country. There are many other instances in which the Campus succeeded in establishing partnerships with relevant institutions. Membership affiliation (as a community campus) with Nepal Public Campus Association (2070/09/02 B.S.) is one of such initiatives. Similarly, the Memorandum of Understanding (MoU) signed with the CCCCC (China International Cultural Communication Center) is a step towards expanding the Campus's network internationally. Getting



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support for building construction for Management Department from CIGCC and ICT lab under Provincial Social Development fund demonstrates the Campus's capability to enter into beneficial partnerships with the diplomatic community presents in and outside Nepal.

Further, collaboration with ADRA, Nepal for reproductive health awareness shows that the Campus is capable of working with Non government organization on social issues through its existing human resources. Most importantly, this act of collaboration has proven that the academic institution not always limited to teaching and learning practices but also be the instrumental in transforming society through shedding light on burning social issues.

In Nepal, Campus teaching staff/faculty has always been considered change agents. They encourage students to be dynamic and accomplishes of their learning objectives. Professors/lecturers prepare skilled and competent human resource not only in their field but also socially aware citizens that transform their communities and contribute to national development one way or the other.

For realizing their professional and national development aspirations, ample opportunities to exchange knowledge across academic institutions and other sector needs to be created. Since its part-time faculties teach classes at other Campuses, there may lay latent opportunities for collaboration and knowledge exchange among these institutions.

The role of University Grant Commission (UGC) is also important for the Campus to achieve its academic goals and, broader mission and vision and enhancing its quality of education. UGC has been making regular grants available for supporting Bachelor programs at Campus. In addition, the Campus is also preparing to apply for other grants under HERP for academic excellence and overall self-sustaining programs.

### 1.3 Resource mobilization plan

Capacity of the Campus and nature of resources required largely determines the resource mobilization plan. The CMC will endorse the



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annual expenditure plan that enounces strategic allocation of resources for continuous development and implementation of campus activities. The resource mobilization strategy will be adopted that incorporates strategic programs for five years, institutional plan of actions and their objectives to be achieved within the stated timeline. The strategy will explore and expand the resource base by focusing on common funding schemes and also exploring new revenue sources.

Some of sources for resource tapping are as follows:

### **Bidding for UGC grants**

The *Planning and Research Unit* will prepare and submit a grant proposal in response to the grant making calls by the University Grant Commission (UGC) under HERP on various schemes. Raised funds will be utilized as specified in the proposal. The coordinator/in charge of the unit/department/committee will be held accountable (as s/he will be the executioner of the grants) as well as responsible for reporting progress.

### **Publishing Journals**

Publication of scholarly articles, journals and research works by experts and faculties will be made annually. Editing, Publishing and Public Information Dissemination Unit with overall responsibility administer the publication tasks. Undergraduates will also be encouraged to publish their works and articles with the intention to foster research skills among them and knowledge production. Grants under HERP will be applied for journal publication. In addition, an open access E-Journal platform will be lunched to provide easy access to Open Social Community that may raise fund for the promotion of research knowledge, skills and culture among the students and faculties of the campus.

### **Tapping into supporters**

To expand the relationship within and outside the country, across different sectors and professions Student Welfare, Public Relations and Co-curricular Activities Unit will be formed and assigned the responsibilities. The unit will extend its relationship to invite eminent personalities, professionals, socialites, supporters and philanthropists in different occasions, campus events and meetings. The public relation building will bring in much needed visibility, brand awareness, cash and in-kind support or sponsorships for the Campus. Such events will help strengthens community relations and,



promote the credibility and visibility of the Campus.

### **Alumni of Kapilvastu Multiple Campus**

Alumni members will be broadly engaged in the quality improvement of the Campus. They are professionals with strong command on their knowledge sphere and real world experience. Their expertise, opinion and network can be great asset for the growth of campus in many ways. Alumni can be mobilized as guest lecturers, curriculum design experts, committee advisors, partners for projects undertaken by the Campus, career counselor to students and higher degree programs/courses in collaboration with Student counseling and Employment Promotion Unit. In-addition, the wider network of alumni association members will also be capitalized upon for extension activities and outreach programs, active engagement in fund collection for scholarship schemes, grants for innovations and research works/projects, skills development, and institutional quality management.

### **Better Fund Allocation and Utilization**

To introduce a better fund allocation and utilization process, the Campus has formed a Finance, Procurement and Maintenance Unit. This unit mobilizes resources by aligning expenditure headings to Strategic Plan and/or Action Plan. The Strategic Plan and/or Action Plan will inform the general direction and framework for prioritization, as well as broad strategic priorities for allocation of funds.

The unit will devise an annual action plan, approved budget by CMC and procurement plan. In addition, identifying and mitigating gross inconsistencies in terms of shares of total expenditure and growth rates, sectorial allocation and utilization evaluation, expenditure patterns and outcome against spending across sectors, identifying bottlenecks and streamlining fund flows, (re)allocating internal resources so as to compliment external funding, will also identify critically important sectors for resource prioritization.

### **Technology adoption**

To enhance the speed, efficiency and effectiveness of the academic and administrative services, the Campus has adopted an educational management and information system (EMIS) called QUANTUM. It is a cloud based online system that stores, manages, analyzes and shares information with and for all concerned: students, parents, faculties and





administrative staff. It includes administrative functions as well as learning management. It has the potential to set on motion all-round growth of the Campus by reducing human error, faster task completion rates, faster data access and better security, and cutting down on human resource or utilities costs.

### **Internal resource mobilization**

For internal resource generation, programs like employment fair, lending campus premises and hall for exhibition will be initiated by creating provision in policy document. Likewise, Campus has also planned to initiate capitalization of expertise of existing faculty for extension activities; organizing training, workshops, and seminars, conference in collaboration with alumni and experts /renowned figures as resource persons will be inducted and implemented through units plan of action; and employment fair through Student Counseling and Employment Promotion Unit.

### **Student Fees**

The Campus administration will charge students different kinds of fees to fulfill its mission of providing excellent education and training to students.

- **Admission Fee** collected initially as a part payment from each student at the time of admission.
- **Security Deposit** will also be collected during the admission as a proof of intent to complete the course, and continuance fund to pay for damages or loss of property. It is refunded only after the successful completion of the course.
- **Institutional Development fee** collected during the admission
- **Student welfare fee** collected every year for provisioning financial assistance in times of health/ first-aid, counseling services and other needs.
- **Tuition Fee** collected from each student monthly.
- **Student Activity (co-curricular) Fees** are used to support the studio, workshop/symposium, exhibition, talk/interaction program, domestic excursion, annual gathering, publications, student assembly, other co-curricular activities and campus-wide cultural, educational, social and sporting events.
- **General Student Service Fee** partially covers for many services provided to students including but not limited to technology, EMIS, library services and facilities, extension activities, outreach program



and recreation activities and facilities.

- **Student Record Fee** charged for TU registration, ID card, examination fees, official transcripts and other documents/certificates.



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