Excellence First, Above All

TRIBHUVAN UNIVERSITY
त्रिभुवन विश्वविद्यालय

CHAUTARA MULTIPLE CAMPUS
चौतारा बहुमुखी क्याम्पस

ANNUAL REPORT -2079/080
Chautara Sangachokgadhi Municipality-5
Sindhupalchok

Heartily Congratulations

Bachelor 4th Year Result 2079

Manisha Ghimire B.B.S. (76.2%) · Roshani Shrestha B.Sc. (71.8%) · Rajendra Sapkota B.Sc. (71.2%) · Rabin Sapkota B.Sc.(70%) · Asmita Acharya B.B.S. (69.8%) · Ranjana Shrestha B.B.S. (67.8%) · Bipana Giri B.B.S. (67.8%) · Rubi Shrestha B.Sc. (66.6%) · Muna Tamang B.Ed. (66.2%) · Rashila Basnet B.B.S. (65%) · Manisha Dulal B.B.S. (64.8%) · Mandira Shrestha B.Ed. (64.2)

Preeti Khatri B.Ed. (62.2%) · Usha Basnet B.B.S. (61.8%) · Srijana Dulal B.B.S. (61.6%) · Rajip Shrestha B.B.S. (61.4%) · Rashmila Khatri B.Ed. (61.2%) · Ashmita Aryal B.Ed. (60.8%) · Nishma Shrestha B.B.S. (60.4%) · Sabita Shrestha B.B.S. (60.4%) · Pradip Kunwar B.B.S. (60.2%) · Shrijana Ghorasaini B.Ed. (59%) · Rashmila Nepal B.Ed. (59%) · Rajani Shrestha B.Ed. (58.8%)

Mira Karki B.Ed. (58.6%) · Ramesh Parajuli B.Ed. (58.6%) · Parbati Basnet B.Ed. (58.4%) · Shanta Khatri B.Ed. (58.2%) · Prajina Basnet B.B.S. (58%) · Rabindra Khadka B.B.S. (58%) · Pabita Chaulagain B.Ed. (58%) · Roshan Bhujel B.Ed. (57.6%) · Sudip Thapa B.B.S. (57.2%) · Saru Shrestha B.Ed. (56.6%) · Saraswati Giri B.B.S. (55.4%) · Susmita Dong B.B.S. (55%)

Shova Acharya B.Ed. (54%) · Kalpana Shrestha B.Ed. (53.4%) · Chandika Bhandari B.Ed. (53.2%) · Sanjog Thapa B.Ed. (53%) · Nisha Limbu B.Ed. (52.8%) · Kritika Basnet B.B.S. (52.4%) · Sabita Shrestha B.Ed. (51.6%) · Laxmi B.K. (B.Ed. (51.4%) · Kusum Shrestha B.B.S. (49.2%)
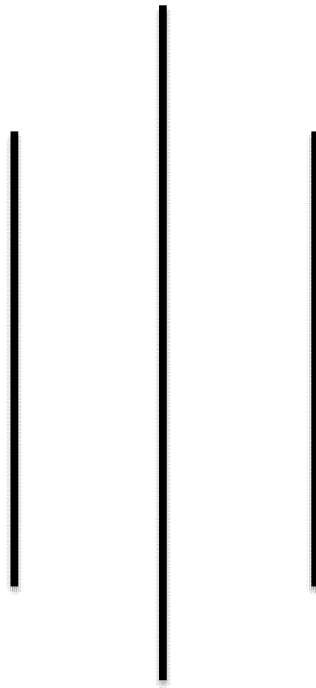
CHAUTARA MULTIPLE CAMPUS
Chautara, Sindhupalchok
Contact No.: 011-620442/011-620342 | Website: cmcampus.edu.np

ANNUAL REPORT OUTLINE

OF

CHAUTARA MULTIPLE CAMPUS

Chautara, Sindhupalchok

2058

Budget Fiscal Year: 2079/080 Report

Publication Date: 2080/05/08
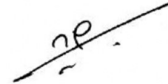
This report has been prepared by the active participation ofthe following members:

1. Nagendra Prasad Dangal

2. Jashmin Lama

3. Shreeniwash Paudel

4. Basanta Raj Dangal

5. Kamal Paudel

6. Prakash Shrestha

7. Krishna Gopal Shrestha

This Report has been endorsed by Management Committee on the date of 2080-04-24

…………………………

Er. Gambir Lal Shrestha

(Chairperson)

Campus Management Committee

……………………..

Nagendra Prasad Dangal

Campus Chief

Chautara Multiple Campus

Executive Summary

The present report "Annual Report Outline of Chautara Multiple Campus" has been prepared to expose the overall aspects of the campus like: academic progress, physical progress, financial progress, and social progress.

Chautara Multiple Campus; Chautara, Sindhupalchok was established in 2058 B.S. aiming to provide the qualitative education to the people of this area. Since its establishment this campus has been providing qualitative and behavioral education. Different aspects related to the academic progress like; enrolment trend analysis of the last three years based on program wise and level wise, pass rate trend analysis of the last three years based on program wise and level wise, graduate trend analysis, programs and educational pedagogy adopted by the campus has been tried to present under the topic academic progress of this report.

Similarly, the attempts made by the campus for the development of its infrastructure and the condition of educational aids in the campus like; ICT, Lab Equipment, books, journals, reference materials and furniture has been included under the topic physical progress.

Income of the last three years; self-generated income, grants from government sources, and other sources and expenditures analysis of the last three years; recurrent expenses and capital expenditures has been clearly shown in under the topic financial progress.

Finally, social progress of the campus like; campus's involvements in social activities, society's contributions for campus, plan of campus to contribute the society and plan made by the campus to increase the involvement of society in the campus has been exposed under the heading social progress.

Similarly, short term and long term issues and challenges and the mitigation measures taken by the campus to address the issues and meet the challenges, and plan for addressing the issues and challenges have been clearly presented in the under the heading issues and challenges.

Table of Content

ANNUAL REPORT

CHAPTER: ONE

BACKGROUND

Chautara Multiple Campus (CMC) is a non-profit community based higher educational institution, established on 8th Bhadra 2058 B.S. The campus is striving in the mission to impart higher education to ethnic, downtrodden, tribal communities, girls and specially the underprivileged and rural communities in the district in affordable price. It has been offering education not only to the people of Sindhupalchok but also to other districts including Kavre, Nuwakot, Ilam, etc. who are residing in Sindhupalchok having different determinations.

As the dire need of higher education in this area, Shree Krishna Ratna Ganga HigherSecondary School took initiation and formed body to establish campus under the chairpersonship of Krishna Raj Shrestha who was the chairperson of this campus. The institution had initiated B.Ed. program as in its creeping stage. Gradually, it lunched B.B.S., BSc. and even it offered Master's degree courses. At present, it is a leading campus for catering higher education in Sindhupalchok district. It has been achieving several historic educational successes at the present moment that have not only transfigured it but also changed the face of Sindhupalchok district producing skillful manpower. The campus at present is the consequence of the insurmountable efforts and unflinching struggles of Sindhudwellers.

Hence, this annual outline of the institution is a good indicator that represents the academic success of the institution. The purpose of the present report is therefore to overview the varied aspects of the institutions.

The present report is the annual outline of the Chautara Multiple Campus, which attempt to analyze the different aspects of the campus. This brief report analyzes the academic progress, physical progress, financial progress, social progress as well as issues and challenges of the institutions

CHAPTER: TWO

ACADEMIC PROGRESS

Academic progress of the campus has been improved over the years gradually. The number of students' enrolment and their passing rate have been inconstant. In someacademic years it increased, while in other academic years it decreased.

Enrolment Trend Analysis of the Last Three Years (program wise)

Faculty of Education

Year	No. of enrolment			
	EDJ	F	M	Total
2077	71	59	41	171
2078	59	62	22	173
2079	58	138	26	164

*(**EDJ**= Educationally Disadvantaged Students, **F**= Female, **M**=Male)*

Faculty of Education M.ED.

Year	No. of enrolment			
	EDJ	F	M	Total
2077	15	10	10	35
2078	25	25	15	65
2079	33	35	29	64

*(**EDJ**= Educationally Disadvantaged Students, **F**= Female, **M**=Male)*

Faculty of Management

Year	No. of enrolment			
	EDJ	F	M	Total
2077	53	44	13	110
2078	56	57	30	133
2079	63	81	32	113

*(**EDJ**= Educationally Disadvantaged Students, **F**= Female, **M**=Male)*

Institute of Science and Technology

Year	No. of enrolment			
	EDJ	F	M	Total
2077	3	1	3	7
2078	2	2	2	6
2078	2	5	4	9

*(**EDJ**= Educationally Disadvantaged Students, **F**= Female, **M**=Male)*

Faculty of Education (2077)

Program	Years Included	F	M	EDJ	Total
B.Ed.	I Year	28	7	21	56
	II Year	14	2	18	34
	III Year	23	3	20	46
	IV Year	15	4	16	35
	Total	80	16	75	171

*(**EDJ**= Educationally Disadvantaged Students, **F**= Female, **M**=Male)*

Faculty of Education (2078)

Program	Years Included	F	M	EDJ	Total
B.Ed.	I Year	11	11	33	55
	II Year	21	8	17	46
	III Year	20	19	5	44
	IV Year	10	3	15	28
	Total	62	41	70	173

*(**EDJ**= Educationally Disadvantaged Students, **F**= Female, **M**=Male)*

Faculty of Education (2079)

Program	Years Included	F	M	EDJ	Total
B.Ed.	I Year	25	15		40
	II Year	45	44		56
	III Year	33	4		37
	IV Year	26	5		31
	Total	129	35		164

*(**EDJ**= Educationally Disadvantaged Students, **F**= Female, **M**=Male)*

Faculty of Management (2077)

Program	Years Included	F	M	EDJ	Total
B.B.S.	I Year	15	9	17	41
	II Year	12	2	16	30
	III Year	8	1	10	19
	IV Year	5	6	9	20
	Total	40	18	52	110

*(**EDJ**= Educationally Disadvantaged Students, **F**= Female, **M**=Male)*

Faculty of Management (2078)

Program	Years Included	F	M	EDJ	Total
B.B.S.	I Year	11	8	24	43
	II Year	25	2	3	30
	III Year	10	8	16	34
	IV Year	11	1	14	26
	Total	57	19	57	133

*(**EDJ**= Educationally Disadvantaged Students, **F**= Female, **M**=Male)*

Faculty of Management (2079)

Program	Years Included	F	M	EDJ	Total
B.B.S.	I Year	20	15		35
	II Year	27	9		36
	III Year	16	5		21
	IV Year	18	3		21
	Total	81	32		113

*(**EDJ**= Educationally Disadvantaged Students, **F**= Female, **M**=Male)*

Institute of Science and Technology (2077)

Program	Years Included	F	M	EDJ	Total
B.Sc.	I Year	1	2	1	4
	II Year	-	-	-	-
	III Year	-	-	-	-
	IV Year	1	2	-	3
		2	4	1	7

*(**EDJ**= Educationally Disadvantaged Students, **F**= Female, **M**=Male)*

Institute of Science and Technology (2078)

Program	Years Included	F	M	EDJ	Total
B.Sc.	I Year	-	-	-	-
	II Year	-	2	-	2
	III Year	2	2	-	4
	IV Year	-	-	-	-
	Total	2	4	-	7

*(**EDJ**= Educationally Disadvantaged Students, **F**= Female, **M**=Male)*

Institute of Science and Technology (2079)

Program	Years Included	F	M	EDJ	Total
B.Sc.	I Year	-	-	-	-
	II Year	-	-	-	-
	III Year	-	2	-	2
	IV Year	2	2	-	4
	Total	2	4	-	6

(EDJ= Educationally Disadvantaged Students, F= Female, M=Male)

Pass Rate Trade Analysis of the Last Three Years (Program Wise)

Faculty of Education

Year	No. of enrolment and passed out							
	EDJ	Passed out	F	Passed out	M	Passedout	Total	Passed out
2077			130	28	27	23	157	51
2078			130	30	27	23	157	53
2079			114	19	10	3	124	22

(EDJ= Educationally Disadvantaged Students, F= Female, M=Male)

Pass Rate Trade Analysis of the Last Three Years (Program Wise)

Faculty of Education (M.ED)

Year	No. of enrolment and passed out							
	EDJ	Passed out	F	Passed out	M	Passedout	Total	Passed out
2077								-
2078			11	8	12	10	23	3
2079			3		13	2	16	2

(EDJ= Educationally Disadvantaged Students, F= Female, M=Male)

Faculty of Management

Year	No. of enrolment and passed out							
	EDJ	Passed out	F	Passed out	M	Passed out	Total	Passed out
2077			65	30	44	21	109	51
2078			99	28	24	10	124	38
2079			77	14	20	5	97	19

*(**EDJ**= Educationally Disadvantaged Students, **F**= Female, **M**=Male)*

Institute of Science and Technology

Year	No. of enrolment and passed out							
	EDJ	Passed out	F	Passed out	M	Passed out	Total	Passed out
2077			4	1	2	1	6	2
2078			4	1	2		6	1
2079			2	2	2	2	4	4

*(**EDJ**= Educationally Disadvantaged Students, **F**= Female, **M**=Male)*

Pass Rate Trend Analysis of Last Three Years (Level Wise)

Faculty of Education (2077)

Program	Years Included	Total Appeared	F	Passed out	M	Passed Out	EDJ	Passed out
B.Ed.	I Year	53	35	3	18	2		5
	II Year	35	25	18	10	6		24
	III Year	46	30	20	16	4		24
	IV Year	35	25	18	10	9		27
Total		169	115	59	54	21		81

*EDJ= Educationally Disadvantaged Students, **F**= Female, **M**=Male*

Faculty of Education (2078)

Program	Years Included	Total Appeared	F	Passed out	M	Passed Out	EDJ	Passedout
B.Ed.	I Year	43	25	10	18	6		16
	II Year	44	28	8	16	4		12
	III Year	28	15	12	13	7		19
	IV Year	42	26	3	16	1		4
Total		157	94	33	63	18		51

EDJ= Educationally Disadvantaged Students, F= Female, M=Male

Faculty of Education (2079)

Program	Years Included	Total Appeared	F	Passed out	M	Passed Out	EDJ	Passedout
B.Ed.	I Year	26	22		4			Not result public yet
	II Year	37	32		5			Not result public yet
	III Year	31	27		4			Not result public yet
	IV Year	37	33	19	4	3		
Total		131	114	19	17	3		

(EDJ= Educationally Disadvantaged Students, F= Female, M=Male)

Faculty of Management (2077)

Program	Years Included	Total Appeared	F	Passed out	M	Passed Out	EDJ	Passed out
BBS.	I Year	53	30	3	23	2		5
	II Year	35	25	15	10	9		24
	III Year	46	28	18	10	6		24
	IV Year	35	20	20	15	7		27
Total		169	103	56	58	4		80

(EDJ= Educationally Disadvantaged Students, F= Female, M=Male)

Faculty of Management (2078)

Program	Years Included	Total Appeared	F	Passed out	M	Passed Out	EDJ	Passed out
BBS.	I Year	43	25	10	18	6		16
	II Year	44	30	8	14	4		12
	III Year	28	20	12	8	7		19
	IV Year	42	30	9	12	1		4
Total		157	105	30	52	18		51

(EDJ= Educationally Disadvantaged Students, F= Female, M=Male)

Faculty of Management (2079)

Program	Years Included	Total Appeared	F	Passed out	M	Passed Out	EDJ	Passed out
BBS.	I Year	24	15		9			Not result public yet
	II Year	21	16		5			Not result public yet
	III Year	21	18		3			Not result public yet
	IV Year	30	23	16	7	3		
Total		93	72	16	24	3		

(EDJ= Educationally Disadvantaged Students, F= Female, M=Male)

Institute of Science and Technology (2077)

Program	Years Included	Total Appeared	F	Passed out	M	Passed Out	EDJ	Passed out
BBS.	I Year	4	2	-	2			4
	II Year							
	III Year							
	IV Year	3	2		1			3
Total		7	4		3			7

(EDJ= Educationally Disadvantaged Students, F= Female, M=Male)

Institute of Science and Technology (2078)

Program	Years Included	Total Appeared	F	Passed out	M	Passed Out	EDJ	Passed out
BBS.	I Year	2	-		2			2
	II Year	4	2	2	2			2
	III Year							
	IV Year							
Total		6	2	2	4			4

(EDJ= Educationally Disadvantaged Students, F= Female, M=Male)

Institute of Science and Technology (2079)

Program	Years Included	Total Appeared	F	Passed out	M	Passed Out	EDJ	Passed out
BBS.	I Year	2	1		1			Not result public yet
	II Year	-	-	-	-	-	-	-
	III Year	2			2			
	IV Year	4	2	2	2	2	-	
Total		8	3	2	5	2		

(EDJ= Educationally Disadvantaged Students, F= Female, M=Male)

Graduate Trend Analysis of the Last Three Years (Program Wise)

Number of students getting graduation in last three years under the different programform this campus has been shown in the following table:

Faculty of Education

Year	F.	EDJ.	Total
2077	**15**		**20**
2078	**33**		**42**
2079	**14**		**15**

(EDJ= Educationally Disadvantaged Students, F= Female)

Faculty of Management

Year	F.	EDJ.	Total
2077	**3**		4
2078	**10**		13
2079	**30**		34

*(**EDJ**= Educationally Disadvantaged Students, **F**= Female)*

Institute of Science and Technology

Year	F.	EDJ.	Total
2077	**2**	1	3
2078	**2**	1	3
2079	**1**		2

*(**EDJ**= Educationally Disadvantaged Students, **F**= Female,)*

Programs

The campus has particularly been running three academic programs respecting the perspectives of the people of this area to address their needs and demands. they arepresented as below:

1. **Faculty of Education**: Under this department, students can select their desire subjectfrom a range of different subject to pursue their academic achievement. They are; English, Nepali, Population, Mathematics and Health.

2. **Faculty of Management:** With reference to this department, students are providedwith opportunities to aspire their Bachelor of Business Studies under the section.

3.**Institute of Science and Technology:** In regard to this branch, there are two subjectsi.e., Physic and Chemistry, either of the subjects can be studied by the students under this department.

Educational Pedagogy

Pedagogy is the art and science of teaching. The lecture method of teaching is supplemented with assignments, directed studies, audio-visual presentation, Wi-Fi internet facility, and so on. The students' performance is analyzed and evaluated after the internal examinations. Furthermore, the answer sheets of the students are also distributed after the result which helps them get feedback. Afterwards, the needy students are provided with remedial classes. Necessary handouts are provided to the students. Because of our efforts, many students of this campus have frequently achieved government and other jobs in different years.

Teaching faculties are appointed through free competition under the provisions madein the campus legislation. Teachers' performance in teaching is evaluated based on their presentation in the classroom, students' response and the result in the internal

as well as the final examinations. The campus encourages the teaching staff to participate in seminars, conferences and workshops to keep pace with the recent developments in various subjects and for the professional development of the faculty. The campus also elicits the feedback from the passed-out students about the teaching-learning environment of the campus formally and informally.

Thus, teaching-learning activities and evaluation are carried out every year to maintain the standard of quality education. The campus is upgrading and modernizing its library by installing a database system and adding textbooks, reference materials, magazines, newspapers and academic equipment to ensure and ease access to the students.

CHAPTER: THREE PHYSICAL PROGRESS

Infrastructural Development

The campus had taken initiation with 30 students and 3 lecturers to spread the light of education from Krishna Ratna Ganga Higher Secondary School with its three separate rooms on the chairpersonship of Krishna Raj Shrestha. The college started its first batch in 2058 with the Bachelor of Education (B.Ed.) study which was accredited by Tribhuvan University. The campus again expanded its horizon incorporating different disciplines and faculties in different spheres of time. The campus started its BBS program in 2063, B.Sc. in 2069 and recently has started its M.Ed. program in 2075 specializing on Nepali and English. Currently, there are 3 faculties including Faculty of Education, Faculty of Management and Faculty of Science and Technology.There are 18 faculty teachers and 4 non-teaching staffs who are feeding the higher education to 341 students. The campus has been the central attraction for highereducation in Sindhupalchok district and has occupied more than 15 Ropanis and it has total 32-4-3-3 Ropanis in its ownership. In the early stage, the campus could manage only part-time teachers but now it has 9 full-time teachers.

Some of the notable developmental initiatives since last five years of the institutionsare listed as follows:

- Separate departments with mini-library and well-equipped computers.

- Well-equipped facility of e- library along with computer and science lab.

- CCTV in the campus premises is installed.

- Multimedia projectors are installed in the classrooms.

- Spacious play grounds.

- Cafeteria with hygienic foods.

Educational Aids

Educational aids have played a crucial part to enrich effective teaching and learning processes along with the text books/ course books. For this, CMC has installed five projectors in the classes and one multimedia hall is available with internet access. It also has well equipped computer lab (twenty computers), science lab, department-wise computers and mini-library in each department.

Qualified and well-experienced teachers teach in the classroom. Different methods and procedures are applied in the classroom to carry out teaching-learning activities effectively. Teachers prepare an annual lesson plan and it is strictly followed throughout the academic year which helps them for feedback.The campus is upgrading and modernizing its library by installing a database system and adding textbooks, reference materials, magazines, newspapers and academic equipment to ensure and easy access to the students. The campus encourages teachers, students and staffs for the use of the computer.

CHAPTER: FOUR FINANCIAL PROGRESS

In this chapter, it has tried to analyze the financial progress (income and expenditure) ofthis campus of the last three years.

Income of the Last Three Years

years	Self-Generated Income		Grant from Government Sources		Others Sources
	Students fee	others	UGC	OGB	
2077/078	2908756/	2483022/	6423332/	52000/	
2078/079	6130485/	1933691/	2817330/		
2079/080	5411898	2662500	6943600		

(UGC= University Grant Commission, OGB= Other Government Bodies)

Expenditures Analysis of the Last Three Years

Years	Recurrent Expenses		Capital Expenditures			
	Salary	Others	MID	MiID	Equipment	Books
2077/078	7208072/			801500/	550000	186411
2078/079	6524095/		470000/	3101339/		106786/
2079/080	833027	2525170		6474724	247335	326561

(MID=Major Infrastructures Development, MiID= Minor Infrastructures Development)

Audit observation/Issues

- Audit kept in case basic.
- Audit kept in general principles.
- Finance & particular in general principles.
- Economic states kept in universal audit principles

Chapter: Five Social Progress

Chautara Multiple Campus of Chautara, Sindhupalchok is one of the leading public campuses of the district therefore, the main aim of the campus is bringing positive change in the society by providing quality education. Frequently, campus has been actively involving in the social activities of this location. There is the provision of sending students in the different functions organized by different bodies like; DDC, Municipality, District Agriculture Office etc. on the especial occasions such as: World Environment Day, Republican Day. Similarly, whole body of the campus also participates in the different rallies organized by the different local governmental bodies.

As a community college of the mountainous region, the Management Committee is reformed every three years with different personnel from diverse background. The campus has recruited 10 full-time and 9 part-time faculties to enhance and stabilized academic atmosphere in the campus. Here, the campus allows and accepts life time and general membership from interested members on the occasion of campus's annual convention every three years. In 2066, the campus organized "Mahayagyna Saptaha" in which public had contributed a remarkable amount for running the campus and itsprogram smoothly. They denoted both; cash and land to the campus.

In the coming days, campus has planned to send up qualitative graduates who will serve as a good manpower in the different field of society. As the wings of Youth Red Cross circle, campus mobilizes the students in sanitation programs in the bazaar areas. In the district, a lot of NGOs and INGOs are working in the different areas. When they open

the vacancies at that time campus collect the notices or advertisements and encourage thestudents to apply for the different posts.

CMC has 748 life members and 200 general members. Recently, Campus Management Committee has made a plan to increase its general memberships. So, it has planned to increase the general membership up to 500 memberships.

Issues and Challenges Short Term Challenges

- Lack of regularity of students.
- Training to non-teaching staff.
- Increasing salaries of the teaching and non-teaching staffs.
- Increasing enrolment of the students.
- Orientation to the community on existing problems of the campus.
- Increasing the number of books in library.
- Library automation and promotion.
- Promoting computer lab.
- Establishment of playground.

Long Term Challenges

- Reducing the high drop-out rate of the students
- Difficulties in financial management to establish new programs.
- Managing regular and adequate financial support from the local bodies, state orcentral government.
- Establishment of hostel
- Construction of quarter for staffs.
- Maintaining compound wall.
- Low economic status of the parents

Mitigation Measures Taken to Address the Issues and Meet the Challenges

The campus is applying different mitigation measures in order to address the issues and solve thechallenges of the campus. They are as follows:

- Promoting Participation of non-teaching staff to different training programs.
- Conducting different campaign to increase the enrolment and regularity of the studentsin the coverage area of the campus.
- Conducting awareness program on existing problems of the campus to the community.
- Expansion of books in library in-cooperation with different organization.

- MoU with TU for e-library.
- The computer lab with Wi. Fi connection has been established.
- Plans and proposal submission to the government and non-government organizationregarding the expansion and establishment of playground.
- Including infrastructure development in master plan (hostel, staff quarter, toilet etc.).

Plan for Addressing the Issues and Challenges

The campus is making plans to address the issues and challenges of the campus. Constructing hostel is one of the major challenges of the campus. As included in master plan, the campus is going to submit the proposal in District Development Committee and other sectors to construct the hostel in the campus. Likewise, constructing of quarter for staffs is another challenge of the campus. Similarly, to reduce high drop-rate of the students the campus has established Counselling and Employment Cell which provides psychological and economical counselling to students for instance, recommending internships and job opportunities as it has done MoU with different local organization. Also it has mention in its annual plan to conduct entrepreneurship programs for under graduates and graduates' students. The institution has formed finance management committee to monitor and evaluate regarding all the infrastructure development activities with its annual plan.

Total(Annual Plan) Budget Estimates				
Chautara Multiple Campus 2080/81				
Expenditure	**Annex**	**Amount**	**Income**	**Amount**
Campus Administration			Fees from Students	6,000,763
Capital Expenditure:			Donation from organization/Public	500,000
Construction of Account building		2,000,000	**Subsidy/Donation from Government**	
Library Improvement and Upgrade		1,500,000	State	
Construction of Toilet		3,500,000	Province	4,000,000
Concurrent Expenditure			Local	3,000,000
Salary & wages	**12**	9,616,763	University Grant Commission	5,000,000
Scholarship		200,000	Interest on Deposit	20,000
External Examination expenses		25,000	Receipt from Dinesh Ramjee Polytechnique	360,000
TU related expenditure		275,000		
Stationery		30,000	Borrowing	2,500,000
Administrative Expenses		250,000		
Building Maintenance		500,000		
Total expenditure of Campus Administration		**17,896,763**		
RMC	4	1,000,000		
IQAC	5	645,000		
Examination Cell	6	310,000		
Public information cell	7	155,000		
Extra-curricular cell	8	100,000		
Student Quality Circle	9	75,000		
Science Department	1	197,000		
Management Department	2	248,000		
Education Department	3	122,000		
Account section	10	50,000		
Library	11	540,000		
EMIS	13	42,000		
Total		**21,380,763**	**Total**	**21,380,763**

<table>
<tr><td colspan="5" align="center">Total(Annual Plan) Budget Estimates</td></tr>
<tr><td colspan="5" align="center"># Chautara Multiple Campus 2081/82</td></tr>
</table>

Expenditure	Annex	Amount	Income	Amount
Campus Administration			Fees from Students	6,500,000
Capital Expenditure:			Donation from organization/Public	500,000
Purchase of educational Infrastructure(Digital board,Projectors,Computers)		1,500,000	**Subsidy/Donation from Government**	
Classroom expansion		1,200,000		
Library Improvement and Upgrade		500,000	State	
Installation of Digital Attendance system	**14**	200,000	Province	3,500,000
Concurrent Expenditure			Local	2,500,000
Salary & wages		9,750,000	University Grant Commission	4,500,000
Scholarship		350,000	Interest on Deposit	13,000
External Examination expenses		25,000	Borrowing	1,000,000
TU related expenditure		300,000		
Stationery		46,000		
Administrative Expenses		300,000		
Building Maintenance		800,000		
Total expenditure of Campus Administration		**14,971,000**		
RMC	23	1,000,000		
IQAC	22	645,000		
Examination Cell	21	310,000		
Public information cell	20	155,000		
Extra-curricular cell	19	100,000		
Student Quality Circle	18	75,000		
Science Department	25	197,000		
Management Department	26	260,000		
Education Department	24	150,000		
Account section	17	50,000		
Library	16	540,000		
EMIS	15	60,000		
Total		**18,513,000**	**Total**	**18,513,000**

Expenditure	Annex	Amount	Income	Amount
Campus Administration			Fees from Students	8,000,000
Capital Expenditure:			Donation from organization/Public	1,500,000
Purchase of educational Infrastructure (Furnitures,Printers,Laptops)		1,600,000	**Subsidy/Donation from Government**	
Construction of Hostel building		2,500,000		
Installation of campusManagement system	27	1,000,000	State	1,000,000
			Province	4,000,000
Concurrent Expenditure			Local	2,950,000
Salary & wages		10,000,000	University Grant Commission	3,700,000
Scholarship		350,000	Interest on Deposit	65,000
External Examination expenses		30,000	Borrowing	1,200,000
MBS Program launch expenses		1,500,000		
TU related expenditure		350,000		
Stationery		60,000		
Administrative Expenses		320,000		
Building Maintenance		600,000		
Total expenditure of Campus Administration		**18,310,000**		
RMC	36	1,200,000		
IQAC	35	660,000		
Examination Cell	34	350,000		
Public information cell	33	200,000		
Extra-curricular cell	32	150,000		
Student Quality Circle	31	100,000		
Science Department	39	200,000		
Management Department	38	350,000		
Education Department	37	160,000		
Account section	30	60,000		
Library	29	600,000		
EMIS	28	75,000		
Total		**22,415,000**	**Total**	**22,415,000**

Total(Annual Plan) Budget Estimates

Chautara Multiple Campus 2082/83

Action Plan 2079/80

S.N.	Programme	Objectives	Achievements	Time	sponsible Person	pporting Body	onitoring person	Evidence
1	Planning meeting	To plan the yearly educational activities	The activities for the educational year will be planning		HOD	Department member		Minute/report
2	AdmissionAnalysis	To analyze group gender ethnicity and level of academic qualification of the students admitted in the campus	The group, gender and ethnicity and level of academic qualification of the students admitted in the campus will be analyzed.		HOD	EMIS	IQAC	Minute/report
3	National science day celebration	To create awareness to all stakeholders about science	All stakeholders will be awareabout science and understand value of science	Aswin 1 (National science day)	HOD	members	CC	Minute/report
4	Student Excursion	To give students practical knowledge and to write the report on related syllabus	Students will get practical knowledge and will write thereport on related syllabus	Poush second week end	HOD	Members,ECA Cell	CampusChief	Minute/report
5	Internal/Finalresult analysis	To analyze the students level in particular and to get feedback for specific teacher to improve their result	Students level in particular subjects will be analyzed and teacher will get feedback to improve their result	After result of every exams	HOD	Members, Exam Cell,EMIS	CC	Minute/report
6	Extra classes online	To make students more capable to pass the exam andto get better result	Students will be more capable to pass the exam and will get better result	After finishing the course forone month	HOD	Faculty Members	CC	Minute
7	Practical exams	To provide the final practical marks for TU	TU will get final practical marksfrom campus	20 days after finishing the final exam of TU	HOD	Respective subjective teachers	CC	Practical exam copy/marks
8	Science and ICTElab strengthening programme	To develop existing lab inscience and ICTE lab fully equipped and furnished	Existing lab in science and ICTElab will be fully equipped and furnished	Ashad of every year	HOD	CMC	CC	Minute/report/lab

Department of EducationAction Plan 2079/80

S.N.	Programme	Objectives	Achievements	Time	Responsible Person	Supportingpersons	Monitoring person	Evidence
1	Planning meeting	To plan the activities for the coming educational year	The activities for the educational year will be planned	Shrawan	HOD	Department member	Campus Chief	Minute/ report
2	Teachers/Class Assignment Meeting	To assign the department members and allot the period and also create routine	The department members will be assigned the class/period and make routine	Beginning of Shrawan	HOD	Department member	CampusChief	Minute/report
3	Orientation class on campus rules andcourse	To inform the newly admitted students about the rules and regulation of the campus and also regarding concerned syllabus	The newly admitted students will be informed about the rules and regulation of the campus	Ashwin/Man gsir	HOD	Campus Administration, Members of Committee	CampusChief	Minute
4	Extra-curricular activities	To organize the co- curricular activities to ensure mental, physical and emotional development in students	The co-curricular activities will bring mental, physical and emotional development in students	As Per requirement	HOD	Members,ECA Cell	CampusChief	Minute
5	Admission Analysis	To analyze group gender ethnicity and level of academic qualification of the students admitted in the campus	The group, gender and ethnicity and level of academic qualification of the students admitted in the campus will be analyzed.	Shrawan	HOD	EMIS	IQAC	Minute/report
6	Department & student interaction	To find out department's strengths, weaknesses, lapses and to solve the complaints of the students and improve the academicquality. To make relationship among the students and departments.	Department's strengths, weaknesses, lapses will be found out, the complaints of the studentswill be solved and the academic quality will be improved. The relationship among the students and departmentmembers	Mangsir	HOD	Members	CampusChief	Minute/report
7	Internal/Final exam result analysis	To analyze the learning capacity and students has to improve for the betterment to pursuit for the betterment.	The situation of students learning capacity and things teachers has to improve for the betterment will be found out.	After result	HOD	Members,Exam cell	CampusChief	Minute/report
8	Student Excursion	To explore different places	Students will explore different	Poush 16-19	HOD	Members,	Campus	Report

No	Activity	Objective	Expected outcome	Time	Responsible	Support member	Approval	Evidence
		and prepare reports	and places will prepare reports			ECA Cell	Chief	
9	Practice Teaching	to plan the activities for the coming educational year	The skill on teaching and othercavities of school will be learnt bythe students of B.Ed. IV year	According toTU examplan	HOD	Members, Practice teaching cell, Faculty Members	CampusChief	Attendance/ Ledger of certificate
10	Thesis/Report writing orientation	To facilitate and enable the studentsof B.Ed. IV practical report and thesis To facilitate Master's Degree students on thesis writing	The students of B.Ed. IV year willbe able to write project work reports and thesis according to given courses Master's Degree students will be facilitated and enabled on thesis writing.	Two days after the B.Ed. IV year's final exam ends End of Ashwin,	HOD concerned lecturer	Members,RMC	CampusChief	Minute/report
11	B.Ed. IV year's report collection	To assess to student's achievements	Students will be assessed	One month after the orientation program	HOD	Appointed supervisor	CampusChief	Marks Ledger/ letter to exam board
12	Evaluation meeting	To evaluate the overall performance of the department members/staffs	The overall performance of the department members/staffs willbe evaluated	Every six months	HOD	Members	CampusChief	Minute/report
13	Half-yearly/ Annual review report writing and presentation preparation	To find out department's strengths, weaknesses, lapses and to solve the complaints of the students To make the relationshipamong the students anddepartment stronger	Department strengths, weaknesses, lapses will bediscovered and the complaints of the students will be solved. The relationship among the students and department memberswill be strong and smooth. There will be a review over the action plan of the year and its strength and weakness also	At the end of Poush/ Last week of Ashad	HOD	Members	CampusChief	Minute/report
14	Regular Department Meeting	To share ideas andinformation and make and implement decisions, review and conduct necessary action to make department functionable and smooth	There will be effective sharing of information, decision will be taken implemented timely and department activities will be reviewed and continued smoothly.	Each 3 month (last Friday of every month)	HOD	Members	CampusChief	Minute/report

Chautara Multiple Campus Department of ManagementAction Plan 2079/80

S.N.	Programme	Objectives	Achievements	Time	sponsible Person	upporting persons	onitoring person	Evidence
1	Annual Plan meeting	To plan the activities forthe coming educational year	The activities for the educational year will be planned	Ashad	HOD	Department member	CampusChief	Minute/report
2	Teachers/Class Assignment Meeting	To assign the department members and allot the period and also create routine	The department members will be assigned the class/period and make routine	Beginning of Shrawan	HOD	Department member	CampusChief	Routine/ Minute
3	Lesson Plan Meeting	To plan in advance regarding how lessons will be taught, whichmethods will be used in classroom	Effective lesson plan will help to improve course delivery and overall academic quality of campus	Beginning of each session	HOD	Department Members	CampusChief	Minute/Lesson plan
4	Orientation class on campus rules and course	To inform the newly admitted students about the rules and regulation of the campus and also regarding concerned syllabus	The newly admitted students will be informed about the rules and regulation of the campus	Ashwin/Mangsir	HOD	Campus Administration, Members	CampusChief	Minute
5	Admission Analysis	To analyze group gender ethnicity and level of academic qualificationof the students admitted in the campus	The group, gender and ethnicity and level of academic qualification of the students admitted in the campus will be analyzed.		HOD	EMIS	IQAC	Minute/report
6	Department & student interaction	To find out department's strengths, weaknesses,lapses and to solve thecomplaints of thestudents and improve the academic quality. To make relationshipamong the students and departments.	Department's strengths, weaknesses, lapses will be found out, the complaints of the students will be solved and the academic quality will be improved. The relationship among the students and department members	Mangsir	HOD	Faculty Members	CampusChief	Minute/report
7	Internal/Final exam result analysis	To analyze the learning capacity and students has to improve for the	The situation of students learning capacity and things teachers has to improve for	After result	HOD	Exam Cell, Members	CampusChief	Minute/report

		betterment to pursuit for the betterment.	the betterment will be found out.					
8	Student Excursion	To give students exposure to the places around them to broaden their mind through excursion	Students will get exposure to the places around them exposure visits which will broaden their mind	Poush 16-19	HOD	Members,ECA Cell	CampusChief	Report
9	Case Study Session	To help students to understand the real business scenario and how real business decisions are made	Students will able to understand actual business scenario and problems and they will be able to utilize their ability to solve those problems	Atleast 4 times annually as defined by faculty members	HOD	Faculty Members	CampusChief	Attendance/ Ledger of certificate
10	Thesis/Report writing orientation	To facilitate and enable the students of BBS IV year to write projectwork reports	The students of BBS IV year will be able to write project work reports	1 week after the BBS IV final exam	HOD	RMC, Faculty members	CampusChief	Minute/ report
11	BBS IV year's report collection	To assess the student's achievements	Students will be assessed	One month after the orientation program	HOD	Appointed supervisors	CampusChief	Marks ledger/ letter to examboard
12	Evaluation meeting	To evaluate overall performance of the department members To find out department's the strengths, weaknesses, lapses and to solve the complaints of the students	The overall performance of the department members will be evaluated	End of Month	HOD	Members	CampusChief	Minute/ report
13	Regular Department Meeting	To share information, take and implement decisions, review and function department activities smoothly.	There will be effective sharing of information, decision will be taken implemented timely and department activities will be reviewed and continued smoothly	Each week 34	HOD	Members	CampusChief	Minute/ report
14	Guest Lecture	To share knowledge, skill and Experience of renowned person	Students will get good exposure thus will be able to enhance their knowledge base	At least 4 times annually	HOD	Members, External Expert	CampusChief	Minute/report

| 15 | Workshop/Seminar | To support students to gain practical aspect of knowledge and to support students to gain skills and knowledge regarding their field of study | Students will get strong insights regarding their sector of study and exposure | At least 4 times a year | HOD | Members, External Expert | CampusChief | Minute/report |
| 16 | Extra-curricular activities | To organize the co-curricular activities to ensure mental, physical and emotional development in students | The co-curricular activities will bring mental, physical and emotional development in students | As per requirement | HOD | ECA/members | CampusChief | Minute |

Chautara Multiple Campus Internal Quality Assurance Committee
Action Plan 2079/80

S.N.	Activities	Objectives	Achievements	Time	Responsible Person	Supporting persons	Monitoring person	Evidence
1	Annual Plan Meeting	This Meeting will determine road map of the cell for the entire year	The activities for the educational year will be planned	Shrawan	CommitteeHead	Committee members	CampusChief	Minute/report
2	Supervision and Monitoring regarding Academic aspect	Monitoring whether cells and departments are carrying their work and responsibility as per defined guideline or not	Campus will run smoothly making improving educational quality	Continuously	CommitteeHead	Committee member	CampusChief	Routine/ Minute
3	Evaluation Meeting	To evaluate and improve educational environment of campus	Educational quality of Campus will improve	Last week of each month	CommitteeHead	Committee member	CampusChief	Routine/ Minute
4	Exam Evaluation	Evaluation of exam will help to access and help to develop effective strategy to improve performance of students	EMIS cell will provide data to IQAC and IQAC will arrange evaluation meeting with all concerned faculty members	After Each Examination	IQAC Head	IQAC members, EMIS cell, Department Heads	CampusChief	Minute
4	Grievance Handling	IQAC will identify grievance from students and other stakeholders through Online and "Gunaso" box	All opinions of students and stakeholders will be identified and their concern will be addressed	Last week of each Month	CommitteeHead	Committee member	CampusChief	Minute

Examination CommitteeAction Plan 2079/80

S.N.	Programme	Objectives	Achievements	Time	sponsible Person	upporting persons	onitoringperson	Evidence
1	Annual Plan Meeting	This Meeting will determine road map of the cell for the entire year	The activities for the educational year will be planned	Shrawan	CommitteeHead	Committee members	Campus Chief	Minute/report
2	Examination Planning	Planning regarding Terminal Examination with Coordination with Departments and Campus Administration	Campus will run smoothly making improving educational quality	Shrawan	CommitteeHead	Committee members, Faculty members	Campus Chief, Assistant Campus chief,HOD's	Routine/ Minute
3	EntranceExam	To evaluate the student's capability regarding concerned subjects	Capable, potential and deserving students will be selected in theprogramme	According to TU calendar	Head of Committee	Members, Concernedfaculty members	HOD of concerned Departments	Result sheets
3	Examination Conduction	Examination cell will conduct Terminal Examination with adequate Coordination with Department and Campus Administration	Educational quality will improve	Thrice a Year	CommitteeHead	Committee member	Campus Chief, Assistant Campus chief,HOD's	Minute/Terminal examination Questions/Result

Counselling and Placement cellAction Plan 2079/80

S.N.	Programme	Objectives	Achievements	Time	sponsible Person	upporting persons	onitoring person	Evidence
1	Counselling to Students	Counselling cell will provide counselling service to students who are emotionally weak, emotionally unstable	Students will be able to cope with various difficult situation more effectively	As per requirement	CommitteeHead	Committee members	CampusChief	Minute/report
2	PlacementSupport	To provide adequate information regarding information of Vacancy, collaboration with organizations to place students in jobs	Students will be able to getjob according to their capability	As per requirement	CommitteeHead	Committee member	CampusChief	Routine/ Minute

Chautara Multiple CampusEMIS Cell
Action Plan 2079/80

S.N.	Activities	Objectives	Achievements	Time	sponsible Person	upporting persons	onitoring person	Evidence
1	Academic Analysis	To analyze the group,gender and ethnicity the students in the college	Will provide insights regarding variousaspect of academic	After Admission of students	CommitteeHead	Committee members	CampusChief	Minute/Report
2	TracerStudy	To evaluate the condition of students after graduation	Campus will know and will be able to formulate strategy for improvement and will be able to understand changing need of society	Bhadra	CommitteeHead	Members, Faculty Members	CampusChief	Minute/Tracer report