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विश्वविद्यालय अनुदान आयोगबाट गुणस्तर सुनिश्चितता प्रत्यायन (QAA) प्राप्त

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CHAUTARA MULTIPLE CAMPUS
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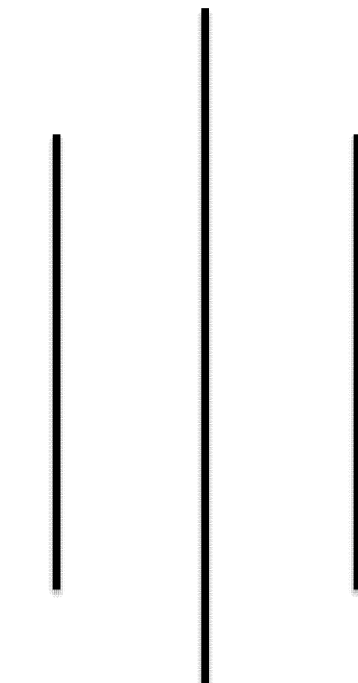
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ANNUAL REPORT OUTLINE OF CHAUTARA MULTIPLE CAMPUS

**Chautara, Sindhupalchok
2058**



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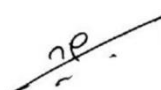
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This Report has been endorsed by Management Committee on the date of 2081-04-23.



.....
Er. Gambir Lal Shrestha
Dangal(Chairperson)
Campus Management Committee



.....
Nagendra Prasad
Campus Chief
Chautara Multiple Campus

Executive Summary

The present report, titled "Annual Report Outline of Chautara Multiple Campus," provides a comprehensive overview of the campus's overall progress across four major areas: academic, physical, financial, and social.

Chautara Multiple Campus, located in Chautara, Sindhupalchok, was established in 2058 B.S. with the primary objective of delivering quality education to the local community. Since its inception, the campus has been committed to offering both quality and character-based education. This report outlines various aspects of academic progress, including an analysis of enrollment trends over the past three years, categorized by program and level. Additionally, pass rate trends and graduate data from the same period are examined. The report also sheds light on the educational programs and pedagogical approaches implemented at the campus under the section Academic Progress.

Under Physical Progress, the report delves into the campus's efforts to enhance its infrastructure. This includes updates on the availability and condition of educational aids such as ICT resources, laboratory equipment, books, journals, reference materials, and furniture. The Financial Progress section provides a detailed analysis of the campus's income and expenditures over the past three years. The breakdown covers self-generated income, government grants, and other funding sources, as well as expenditures, segmented into recurrent expenses and capital expenditures.

The section on Social Progress highlights the campus's engagement in social activities, the community's contributions to the institution, and the campus's plans for further societal contributions. Additionally, the report outlines strategies for increasing community involvement in campus activities. Lastly, the report addresses the short-term and long-term issues and challenges facing the campus. It discusses the measures already taken to mitigate these challenges and outlines future plans to address them under the section Issues and Challenges.

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Chapter: One

Background

Chautara Multiple Campus (CMC) is a non-profit, community-based higher educational institution, established on the 8th of Bhadra, 2058 B.S. (2001 A.D.). With a mission to provide affordable higher education to ethnic minorities, marginalized communities, tribal groups, women, and especially the underprivileged and rural populations of the Sindhupalchok district, the campus plays a crucial role in promoting educational equity. CMC has extended its services beyond Sindhupalchok, attracting students from neighboring districts such as Kavre, Nuwakot, and Ilam, etc. all of whom seek quality education with diverse academic aspirations.

Remarkably, Chautara Multiple Campus stands as the only institution in the entire Sindhupalchok district offering Master's level courses in English and Nepali, as well as a Bachelor's of Science (B.Sc.) program. In this regard, CMC holds a distinguished position among the 11 campuses in the district, a status further reinforced by its achievement of the Quality Assurance and Accreditation (QAA) certification from the University Grants Commission (UGC) on 3rd Falgun, 2080 B.S. (2024 A.D.). In the same way this campus is adjoining with Nurturing Excellency in Higher Education Program (NEHEP) until 2026 A.D. This recognition reflects the campus's commitment to maintaining high academic standards and continuous improvement.

The foundation of CMC was laid in response to the pressing need for higher education in the region. It was established under the leadership of Shree Krishna Ratna Ganga Higher Secondary School, with Krishna Raj Shrestha serving as the founding chairperson. The institution initially launched with a Bachelor of Education (B.Ed.) program and gradually expanded its academic offerings, including the Bachelor of Business Studies (B.B.S.) and Bachelor of Science (B.Sc.) programs. In 2075 B.S. (2018 A.D.), it introduced a Master of Education (M.Ed.) program. Moreover, the campus also takes pride in graduating 11 graduates of Master's so far including both English and Nepali streams. Going further, CMC has become the leading institution for higher education in the Sindhupalchok district, achieving significant milestones that have not only transformed the campus itself but also positively impacted the district headquarters of Chautara and the broader region by producing

a skilled and educated workforce. The campus's current success is the result of the relentless dedication and unwavering efforts of the local community, known as "Sindhu dwellers."

This annual report serves as an important reflection of the institution's academic achievements and overall progress. Its primary objective is to provide an in-depth analysis of various aspects of the campus's development. The report examines CMC's academic progress, physical infrastructure improvements, financial stability, and social contributions, while also addressing the issues and challenges that the institution faces.

In essence, this report offers a comprehensive overview of Chautara Multiple Campus's journey, highlighting its continued growth, community impact, and unwavering commitment to educational excellence.

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 some academic 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
2078	59	62	22	173
2079	58	138	26	164
2080	142	69	26	195

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

Faculty of Education (M.Ed.)

Year	No. of Enrolment			
	EDJ	F	M	Total
2078	25	25	15	65
2079	33	35	29	64
2080	28	31	13	44

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

Faculty of Management

Year	No. of Enrolment			
	EDJ	F	M	Total
2078	56	57	30	133
2079	63	81	32	113
2080	43	49	25	74

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

Institute of Science and Technology

Year	No. of Enrolment			
	EDJ	F	M	Total
2078	2	2	2	6
2079	2	5	4	9
2080	2	3	1	4

(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 Education (2080)

Program	Years included	F	M	EDJ	Total
B.Ed.	I Year	16	11		27
	II Year	14	5		19
	III Year	11	7		18
	IV Year	28	3		31
Total		69	26		95

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

Faculty of Education M. Ed (2080)

Program	Years included	F	M	EDJ	Total
B.Ed.	I Semester	12	13		25
	II Semester	12	13		25
	III Semester	3	6		9
	IV Semester	3	6		9
Total		30	38		68

(**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)

Faculty of Management (2080)

Program	Years included	F	M	EDJ	Total
B.B.S.	I Year	14	12		26
	II Year	12	3		15
	III Year	11	6		17
	IV Year	12	4		16
Total		49	25		74

(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*)

Institute of Science and Technology (2080)

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

(*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	Passed out	Total	Passed out
2078			130	30	27	23	157	53
2079			114	19	10	3	124	22
2080			69		26			Result Not Published Yet

(*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	Passed out	Total	Passed out
2078			11	8	12	10	23	3
2079			3		13	2	16	2
2080			31	5	13	6	44	11

(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
2078			99	28	24	10	124	38
2079			77	14	20	5	97	19
2080			49		25			Result Not Published Yet

(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
2078			4	1	2		6	1
2079			2	2	2	2	4	4
2080			1		3			Result Not Published Yet

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

Faculty of Education (2078)

Program	Years included	Total appeared	F	Passed out	M	Passed out	EDJ	Passed out
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	Passed out
B.Ed.	I Year	26	22	5	4	2		7
	II Year	37	32	10	5	3		13
	III Year	31	27	19	4	4		23
	IV Year	37	33	19	4	3		22
Total		131	114	53	17	12		65

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

Faculty of Education (2080)

Program	Years included	Total appeared	F	Passed out		M	Passed out	EDJ	Passed out
B.Ed.	I Year	19	16	6		3			6
	II Year	26	22			4			Result not published yet
	III Year	16	12			4			Result not published yet
	IV Year	31	27			4			Result not published yet
Total		92	77	6		15			6

(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	8	9	4		12
	II Year	21	16	6	5	4		10
	III Year	21	18	9	3	2		11
	IV Year	30	23	16	7	3		19
Total		93	72	39	24	13		52

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

Faculty of Management (2080)

Program	Years included	Total appeared	F	Passed out	M	Passed out	EDJ	Passed out
BBS.	I Year	15	10	7	5	2		9
	II Year	21	10		3			Result not published yet
	III Year	16	12		4			Result not published yet
	IV Year	17	12		2			Result not published yet
Total		69	47	7	14	2		9

(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			
	II Year	-	-	-	-	-	-	-
	III Year	2			2	2		2
	IV Year	4	2	2	2	2	-	4
Total		8	3	2	5	4		6

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

Institute of Science and Technology (2080)

Program	Years included	Total appeared	F	Passed out	M	Passed out	EDJ	Passed out
BBS.	I Year	2	1		1			0
	II Year						-	
	III Year							
	IV Year	2			2		-	Result not published yet
Total		4	1		3			

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

Graduate Trend Analysis of the Last Three Years (Program-wise)

The number of students getting graduation in the last three years under different programs on this campus has been shown in the following table:

Faculty of Education

Year	F.	M	Total
2078	33	9	42
2079	41	14	55
2080	14	1	15

(M= Male, F= Female)

Faculty of Management

Year	F.	M	Total
2078	10	3	13
2079	30	4	34
2080	25	8	33

(M= Male, F= Female)

Institute of Science and Technology

Year	F.	M	Total
2078	2	1	3
2079	1		2
2080			

(M= Male, F= Female)

Faculty of Education (M.Ed.)

Year	F.	M	Total
2078			
2079			
2080	5	6	11

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 are presented as below:

Faculty of Education: Under this department, students can select their desired subject from a range of different subjects to pursue their academic goals. They are English, Nepali, Population, Mathematics, and Health.

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

Institute of Science and Technology: In regard to this branch, there are two subjects: physics and chemistry. Either of the subjects can be studied by the students under this.

Educational Pedagogy

Pedagogy is the art and science of teaching. The lecture method of teaching is supplemented with assignments, directed studies, audio-visual presentations, Wi-Fi Internet facilities, 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 made in the campus legislation. Teachers' performance in teaching is evaluated based on their presentation in the classroom, students' responses, 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 feedback from the passed-out students about the teaching-learning environment of the campus, formally and informally.

Thus, teaching-learning activities and evaluations 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 for 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 under the chairpersonship of Krishna Raj Shrestha. The college started its first batch in 2058 with the Bachelor of Education (B.Ed.), which was accredited by Tribhuvan University. The campus again expanded its horizons, incorporating different disciplines and faculties in different spheres of time. The campus started its BBS program in 2063, B.Sc. in 2069, and started its M.Ed. program in 2075, specializing in Nepali and English. Currently, there are 3 faculties, including the Faculty of Education, the Faculty of Management, and the Faculty of Science and Technology. There are 18 faculty teachers and 4 non-teaching staff who are feeding the higher education to 341 students. The campus has been the central attraction for higher education in Sindhupalchok district and has occupied more than 15 Ropanis, and it has a total of 32-4-3-3 Ropanis in its ownership. In the early stages, the campus could manage only part-time teachers, but now it has nine full-time teachers.

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

- Separate departments with a mini-library and well-equipped departments.
- Well-equipped facility of an e-library along with computers and science labs.
- CCTV in the campus premises is installed.
- Multimedia projectors are installed in every classroom.
- Spacious play grounds.
- Cafeteria with hygienic breakfast, snacks, foods, etc.

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 analyzed the financial progress (income and expenditure) of this campus of the last three years.

Income of the Last Three Years

Years	Self-Generated		Grant from		Others Sources
	Income		Government Sources		
	Students fee	others	UGC	OGB	
2078/079	6130485/	1933691/	2817330/		
2079/080	5411898	2662500	6943600		
2080/081					

(**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
2078/079	6524095/		470000/	3101339 /		106786/
2079/080	833027	2525170		6474724	247335	326561
2080/081	8361507.00	8,264,445.56			399229.00	47042.00

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

Audit Observation/Issues

- Audit kept in case basic.
- Audit kept in general principles.
- Finance and particulars 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 involved 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, the 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 backgrounds. The campus has recruited 10 full-time and 9 part-time faculties to enhance and stabilize the academic atmosphere in the campus. Here, the campus allows and accepts lifetime 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 the public had contributed a remarkable amount for running the campus and its program 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 collects the notices or advertisements and encourages the students to apply for the different posts.

CMC has 748 life members and 200 general members. Recently, the Campus Management Committee has planned to increase its general membership. 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 both teaching and non-teaching staff on a regular basis of certain time period.
- 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.
- Upgrading of existing playgrounds, etc.

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, province or central government.
- Establishment of a hostel for the students from remote villages spending 1.5 plus hours, both while coming to and returning from the campus.
- Establishment of a quarter for staffs.
- Upgrading the current compound wall.
- Students coming from the low economic status of their 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 the challenges 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 students in 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 organization regarding 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 a hostel is one of the major challenges of the campus. As included in the master plan, the campus has also submitted the proposal already in the District Development Committee and other sectors to construct the hostel in the campus. Likewise, constructing a quarter for staff is another challenge of the campus. Similarly, to reduce the 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 organizations. Also, it has mentioned in its annual plan to conduct entrepreneurship programs for undergraduates and graduates' students. The institution has formed a finance management committee to monitor and evaluate regarding all the infrastructure development activities with its annual plan.

Total (Annual Plan) Budget Estimations			
Chautara Multiple Campus 2080/81			
Expenditure	Amount	Income	Amount
Campus Administration		Fees from Students	400,000
<i>Capital Expenditure:</i>		Donation from organization/Public	500,000
Library Improvement and Upgrade	1,500,000	Subsidy/Donation from Government	
		Province	4,000,000
<i>Concurrent Expenditure</i>		Local	3,000,000
Salary & wages	9,616,763	University Grant Commission	2420763
Scholarship	200,000		5,000,000
External Examination expenses	25,000	Interest on Deposit	20,000
TU related expenditure	275,000		
Stationery	30,000		
Administrative Expenses	250,000		
Building Maintenance	500,000		
RMC	1,000,000		
IQAC	645,000		
Examination Cell	310,000		
Public information cell	155,000		
Extra-curricular cell	100,000		
Student Quality Circle	75,000		
Science Department	197,000		
Management Department	248,000		
Education Department	122,000		
Account section	50,000		
Library			
EMIS	42,000		
Total	15,340,763	Total	15,340,763

Total (Annual Plan) Budget Estimations			
Chautara Multiple Campus 2081/82			
Expenditure	Amount	Income	Amount
Campus Administration		Fees from Students	4,000,000
		Donation from organization/Public	
<i>Capital Expenditure:</i>			500,000
Purchase of educational Infrastructure (Digital board, Projectors, Computers)		Province	3,500,000
Classroom expansion	800,000	Local	2,500,000
		University Grant Commission	4,500,000
Library Improvement and Upgrade	500,000	Others	1310000
Installation of Digital Attendance system			
Salary & wages	8,750,000		
Scholarship	350,000		
External Examination expenses	25,000		
TU related expenditure	300,000		
Stationery	46,000		
Administrative Expenses	300,000		
Building Maintenance	800,000		
RMC	500,000		
IQAC	645,000		
Examination Cell	310,000		
Public information cell	155,000		
Extra-curricular cell	100,000		
Student Quality Circle	75,000		
Science Department	197,000		
Management Department	260,000		
Education Department	150,000		
Account section	50,000		
Library	250,000		
EMIS	60,000		
Total	16,323,000	Total	16,323,000

Total (Annual Plan) Budget Estimations			
Chautara Multiple Campus 2082/83			
Expenditure	Amount	Income	Amount
Campus Administration		Fees from Students	8,000,000
<i>Capital Expenditure:</i> Purchase of educational Infrastructure (Furnitures, Printers, Laptops)		Donation from organization/Public	1,500,000
		Subsidy/Donation from Government	
		State	1,000,000
	1,600,000	Province	4,000,000
		Local	2,950,000
Construction of Hostel building	2,500,000	University Grant Commission	3,700,000
Installation of Campus Management System	1,000,000	Interest on Deposit	65,000
		Borrowing	1,200,000
Salary & wages	10,000,000		
Scholarship	350,000		
External Examination expenses	30,000		
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	1,200,000		
IQAC	660,000		
Examination Cell	350,000		
Public information cell	200,000		
Extra-curricular cell	150,000		
Student Quality Circle	100,000		
Science Department	200,000		
Management Department	350,000		
Education Department	160,000		
Account section	60,000		
Library	600,000		
EMIS	75,000		
Total	22,415,000	Total	22,415,000

Action Plan 2081/82

S.N.	Programme	Objectives	Achievements	Time	sponsible Person	Supporting Body	Monitoring 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	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.		HOD	EMIS	IQAC	Minute/report
3	National science day celebration	To create awareness to all stakeholders about science	All stakeholders will be aware about science and understand value of science	Aswin 1 (National scienceday)	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 the report end related syllabus	Poush secon dweek	HOD	Members, ECA Cell	Campus Chief	Minute/report
5	Internal/Final resultanalysis	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 ofevery exams	HOD	Members, ExamCell, EMIS	CC	Minute/report
6	Extra classes online	To make students morecapable to	Students will be more capable to pass the exam and will	After finishing the course for one	HOD	Faculty Members	CC	Minute

		pass the exam and to get better result	get better result	month				
7	Practical exams	To provide the final practical marks for TU	TU will get final practical marks from campus	20 days after finishing the final exam of TU	HOD	Respective subjective teachers	CC	Practical exam copy/marks
8	Science and ICT lab strengthening programme	To develop existing lab in science and ICT lab fully equipped and furnished	Existing lab in science and ICT lab will be fully equipped and furnished	Ashad of every year	HOD	CMC	CC	Minute/report/lab

Department of Education Action Plan 2081/082

S.N.	Programme	Objectives	Achievements	Time	Responsible Person	Supporting persons	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 allocate the period and also create routine	The department members will be assigned the class/period and make routine	Beginning of Shrawan	HOD	Department member	Campus Chief	Minute/report

3	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 of Committee	Campus Chief	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	Campus Chief	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 academic quality.	Department's strengths, weaknesses, lapses will be found out, the complaints of the students will be resolved and the academic quality will be improved. The relationship among the	Mangsir	HOD	Members	Campus Chief	Minute/report

		To make relationship among the students and departments.	students and department members					
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	Campus Chief	Minute/report
8	Student Excursion	To explore different places	Students will explore different	Poush 16-19	HOD	Members,	Campus	Report
		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 other activities of campus will be learnt by the students of B.Ed. IV year	According to TU exam plan	HOD	Members, Practice teaching cell, Faculty Members	Campus Chief	Attendance/ Ledger of certificate
10	Thesis/Report writing orientation	To facilitate and enable the students of B.Ed. IV practical report and thesis To facilitate Master's Degree students	The students of B.Ed. IV year will be 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	Campus Chief	Minute/report

		on thesis writing						
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	Appoin ted supervi sor	Campus Chief	Marks Ledger/letter to exam board
12	Evaluation meeting	To evaluate the overall performance of t hedepartment members/staffs	The overall performance of the department members/staffs will be evaluated	Every six months	HOD	Members	Campus Chief	Minute/report
13	Half-yearly/ Annual review re port writing an d present ation prepara tion	To find out department's strengths, weaknesses,lapses and to solve the complaints of the students. To make the relationship amongthe students and department stronger	Department strengths, weaknesses, lapses will be discovered and the complaints of the students willbe solved. The relationship among the students and department members will be strongand 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	Campus Chief	Minute/report

14	Regular Department Meeting	To share ideas and information 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 and implemented timely and department activities will be reviewed and continued smoothly.	Each 3 month (last Friday of every month)	HOD	Members	Campus Chief	Minute/report
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**Chautara Multiple Campus Department of Management
Action Plan 081/082**

S.N.	Programme	Objectives	Achievements	Time	Responsible Person	Supporting persons	Monitoring person	Evidence
1	Annual Plan meeting	To plan the activities for the coming educational year	The activities for the educational year will be planned	Ashad	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	Campus Chief	Routine/Minute
3	Lesson Plan Meeting	To plan in advance regarding how lessons will be taught, which methods 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	Campus Chief	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	Campus Chief	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.		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 academic quality. To make relationship among 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	Campus Chief	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 have to improve for	After result	HOD	Exam Cell, Members	Campus Chief	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	Campus Chief	Report
9	Case Study Session	To help students to understand the real business scenario and how real business decisions are made	Students will be able to understand actual business scenario and problems and they will be able to utilize their ability to solve those problems	At least 4 times annually as defined by faculty members	HOD	Faculty Members	Campus Chief	Attendance/ Ledger of certificate
10	Thesis/Report writing orientation	To facilitate and enable the students of BBS IV year to write project work 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	Campus Chief	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	Campus Chief	Marks ledger/ letter to exam board

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	Campus Chief	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 and implemented timely and department activities will be reviewed and continued smoothly	Each week	HOD	Members	Campus Chief	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	Campus Chief	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	Campus Chief	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	Campus Chief	Minute
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**Chautara Multiple Campus Internal Quality Assurance Committee
Action Plan 2081/82**

S.N.	Activities	Objectives	Achievements	Time	Responsible Person	Supporting persons	Monitoring person	Evidence
1	Annual Plan Meeting	This Meeting will determine roadmap of the cell for the entire year	The activities for the educational year will be planned	Shrawan	Committee Head	Committee members	Campus Chief	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	Committee Head	Committee member	Campus Chief	Routine/ Minute
3	Evaluation Meeting	To evaluate and improve educational environment of campus	Educational quality of Campus will improve	Last week of each month	Committee Head	Committee member	Campus Chief	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	Campus Chief	Minute

4	Grievance Handling	IQAC will identify grievance from students and other stakeholders through Online and “Suggestion/Gunaso” box	All opinions of students and stakeholders will be identified and their concern will be addressed	Last week of each Month	Committee Head	Committee member	Campus Chief	Minute
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Examination Committee Action Plan 2081/82

S. N.	Programme	Objectives	Achievements	Time	Responsible Person	Supporting persons	Monitoring person	Evidence
1	Annual Plan Meeting	This Meeting will determine roadmap of the cell for the entire year	The activities for the educational year will be planned	Shrawan	Committee Head	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	Committee Head	Committee members, Faculty members	Campus Chief, Assistant Campus chief, HoDs	Routine/ Minute
3	Entrance Exam	To evaluate the student's capability regarding concerned subjects	Capable, potential and deserving students will be selected in the Programme	According to TU calendar	Head of Committee	Members, Concerned faculty members	HoDs 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	Committee Head	Committee member	Campus Chief, Assistant Campus chief, HoDs	Minute/Terminal examination Questions/Result

Counselling and Placement Cell

Action Plan 2081/082

S.N.	Programme	Objectives	Achievements	Time	Responsible Person	Supporting persons	Monitoring 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	Committee Head	Committee members	Campus Chief	Minute/report
2	Placement Support	To provide adequate information regarding information of Vacancy, collaboration with organizations to place students in jobs	Students will be able to get job according to their capability	As per requirement	Committee Head	Committee member	Campus Chief	Routine/Minute

Chautara Multiple Campus EMIS Cell

Action Plan 2081/082

S.N.	Activities	Objectives	Achievements	Time	Responsible Person	Supporting persons	Monitoring person	Evidence
1	Academic Analysis	To analyze the group, gender and ethnicity the students in the college	Will provide insights regarding various aspect of academic	After Admission of students	Committee Head	Committee members	Campus Chief	Minute/Report
2	Tracer Study	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	Committee Head	Members, Faculty Members	Campus Chief	Minute/Tracer report