



SAPTAGANDAKI MULTIPLE CAMPUS



Annual Report

(For the Academic Year 2072-73)



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Executive Summary

This report is one of a regular annual campus reports that Saptagandaki Multiple Campus prepares to record its own academic performance and progress for its own record-keeping and analysis, and also for communicating the information to the concerned stakeholders. The aim of the report is to present information about the campus regarding its academic progress and physical-infrastructure development over the year, as well as the financial condition and social standing of the campus. It was prepared by making a thorough observation of the enrolment and performance of the students, academic and financial decisions and activities of the campus as maintained in various records of the campus. The relevant data from records have been tabulated and.

The campus has selected one of the top seven public campuses of Nepal in the ranking of UGC for Higher Education Reform Project 2016 – 2020.

Regarding academic progress, it appears that in the year 2072-73, enrolment of students seems to have decreased compared to the previous year. But the ratio of female, EDJ and Dalit students is constant over both years. However, the overall pass ratio seems to have increased slightly from about 21% in 2071 to about 26% in 2072 . The pass percentage of girls has increased from 19% to 22%; EDJs' pass rate is almost constant i.e. 16% and 15% in the years 2071 and 72 respectively. In case of Dalits, the pass percentage has significantly decreased from 25% in 2071 to 14% in 2072.

Similarly, regarding physical progress, campus has done partitioning of some of the rooms, procured some computer equipment and furniture. No major construction was done in the progress years.

Financially, out of total revenue of the campus, students' tuition fees contributes the major part. Similarly, the grants from UGC and other income also are significant sources. Although income from other sources is steady, the amounts of revenue that come from students' tuition fees and grants from UGC seem to have significantly increased in the year 2016. Regarding expenditure, the trend of salary expenses and other expenses is growing over the years. The campus expenditures on equipment and book procurement are noticed constant over the three years' period.

Saptagandaki has made significant improvement in its social involvement sector. In recent years, the campus has been participating more in activities organized by institutions in the society to improve its social image through its Public Relation Cell, and campus is inviting community to involve in its activities so that community can feel the ownership of the campus. Although Saptagandaki is a well-established institution with 27years history and experience, it still faces a number of challenges. The major short term issues are the increasing revenue deficits, increasing student drop out ratio, low pass rate of students and lack of programs in the national priority area. Major long term issues are, academic quality upliftment of the campus, infrastructural development, large class sizes, having to cope with endemic student politics, placement of graduates in the job market, constraints of using technology in the mass-size classes, inability to provide timely promotional facilities to teaching faculties and administrative staff and inability to diversify and modernize teaching methodology. The campus has recently formulated strategic plan to cope with many of the above mentioned challenges. Saptagandaki has plans for expanding programs in priority areas, for autonomy and quality reform, for teaching methodology reform, for library reform, infrastructure development, for increasing enrolment and retention of students etc. For this Saptagandaki is striving for institutional accreditation like QAAC and has completed the pre visit by PRT formed by UGC.

This report has been organized into five sections. The first section concerns the academic progress of the campus which includes information on student enrolment trend, pass rate and graduate trend in terms of different programs and levels, and gender. The second part outlines physical progress of the campus i. e. changes or additions in infrastructure, educational aids like lab and ICT equipment, books and journals in the library and furniture. The third section entitled financial progress, consists of analysis of financial resources and expenditure, and also includes audit observations. The fourth section sheds light on the social progress the campus has made over the year, which includes campus's involvement in social activities, contribution of society to the campus, plan for campus's contribution to society, and plan for increased involvement of society in the campus. Issues and challenges faced by campus, along with measures taken to address the issues are presented in the final section of the report.

1. Background

Saptagandaki Multiple Campus established in 2045 BS has over the years grown in its size, academic programs, physical infrastructure structure and human resources. A wide range of programs in Bachelor and Master level comprising many specialization subject options, the prime location of campus, its attractive physical structure and competent, experienced and qualified faculties are the strength of the campus. Recently, it has been selected as one of the deserving community campuses for the Grants to be provided by UGC under Higher Education Reform Program (HERP) of government of Nepal. It is a great opportunity for the campus to utilize the grants for its physical and academic development. The campus fulfils educational needs of students mostly from the lower economic class, backward communities or weaker section of the society. Girls, disadvantaged groups, *Dalits*, martyrs' family and other marginalized peoples have easy access to Saptagandaki for higher education as it has made some special provision for these groups. The betterment and development of the campus directly benefits those who come from the weaker section of society.

The campus was started with academic programs of Proficiency Certificate Level in the faculty of Humanities in 2045. The campus developed into a multiple campus after it got affiliation to run classes of management faculty in PCL from the academic year 2046/47 B.S. It steadily extended its programs of PCL in education in 2048 B.S. and Bachelor's level in Humanities in the same year. The campus got the affiliation for academic programs of one year B.Ed. and two years B.E. (now known as three years B.Ed.) in 2050 B.S. and B.Com (now known as BBS) in 2052 B.S. It got affiliation to run M.Ed. program in 2059 B.S. with specialization courses in English, Maths, EPM and Health. Furthermore, it got affiliation for MBS program in 2062 B.S. In the academic year 2064/065, it launched Curriculum and Evaluation and Nepali subjects as additional courses in M.Ed. program from Tribhuvan University. Similarly, the campus launched Journalism, Rural Development, English and Sociology subjects in Bachelor's Degree under Humanities stream in academic year 2064 B.S. and RD program in MA started from the academic year 2066 B.S. The campus also launched B.Sc. program with affiliation form TU since 2068 B.S.. Currently there are seven different programs running from Bachelors level to Master's Degree level in Management, Humanities and Education streams. The academic programs running now are: B.Sc (four years program), BBS (four years program), B. Ed (three years program), BA (three years program), MA (two years program), MBS (two years program) and M. Ed. (two years program). The programs run in the morning, day and evening shifts.

Currently, the campus has 70 teaching faculties and 24 administrative staff, and about 1686 students have been enrolled under different streams.

Though, it started the classes from the rented rooms of Narayani Secondary School, an adjoining school in Bharatpur, and now it has two large four storied buildings consisting of forty-nine well spacious ventilated rooms that can accommodate around 2,500 students in a shift. Recently SMC has successfully constructed a well-equipped and spacious computer laboratory and an e-library as required for the IT related courses. There are

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well-equipped of Science laboratory, Hotel Management laboratory, canteen, seminar hall, indoor and outdoor sports accommodations in the campus. The third floor of the library building which is being used for the purpose of e-library was constructed by the use matching grants of UGC. Similarly the campus has utilized the matching grants to construct the third floor of first academic building and it has been purposed for developing into departmental sections along with lab for B.Sc program. The campus has further developed a conference hall of about 150 persons' seating capacity in its premises. Modern cycle stand, students' rest rooms and bricks soling of indoor campus pathway are the major works performed by the campus by the utilization of UGC matching funds.

SMC has formulated a statute in consideration with rules and regulation of Tribhuvan University. The organization structure and actions of the campus have been guided by this statute. The campus statute has mentioned a provision of campus assembly and management committee. The management committee governs and directs the campus operation. It is formed complying the rules and regulations of Tribhuvan University. Members of the committee are selected from Campus Assembly composed of guardians, social workers, teachers, students, and business community. Management committee delegates authority to campus chief to manage the day to day activities of the campus as a fulltime executive. The management committee consists of 23 members, which formulate both short term and long term plan and policies. There are three assistant campus chiefs and one teaching practice head. There are nine departmental heads

2. Academic progress

This section presents the analysis of enrolment trend, pass rate, graduate trend and developments and changes in programs and pedagogy.

2.1 Enrolment Trend Analysis

The number of student (disaggregated by Female and Educationally Disadvantaged Students) enrolled in different programs and levels in the year 2070 is shown in the table below.

Table 1: Student Enrolment Summary 2071						
S.N.	PROGRAM	YEARS INCLUDE	Program-wise Exam Appeared Regular Students Number			
			Total	F	EDJ	D
1	B.ED	First, Second & Third	288	212	21	13
2	BBS	First, Second & Third	641	379	47	18
3	B.A	First, Second & Third	237	159	17	14
4	B.SC	First, Second & Third	56	38	4	1
5	M.ED	First & Second	153	109	13	5

6	MBS	First & Second	25	13	1	0
7	M.A	First & Second	35	22	1	1
TOTAL			1435	932	104	52

As the table shows there were significant number of female students studying at various levels in the year 2072. Number of EDJ and Dalit students is comparatively better in bachelor level programs than in the master level programs.

The number of student (disaggregated by Female and Educationally Disadvantaged Students) enrolled in different programs and levels in the year 2072 is shown in the table below.

S.N.	PROGRAM	YEARS INCLUDE	Program-wise Exam Appeared Regular Students Number			
			Total	F	EDJ	D
1	B.ED	First, Second & Third	250	172	14	13
2	BBS	First, Second & Third	541	345	30	16
3	B.A	First, Second & Third	191	133	13	9
4	B.SC	First, Second & Third	53	33	3	1
5	M.ED	First & Second	133	99	11	4
6	MBS	First & Second	22	16	2	0
7	M.A	First & Second	34	23	1	1
TOTAL			1224	821	74	44

Above table indicate that the number of students enrolled in the year 2072 appears slightly falling in comparison to the academic year 2071.

Level	Program Name (e.g B. Ed.)	1 st Year					2 nd Year					3 rd Year					4 th Year				Grand total		
		TOTAL (1)	GIRL	EDJ*	Dalits	Madhesi	TOTAL (2)	GIRL	EDJ*	Dalit	Madhesi	TOTAL (3)	GIRL	EDJ*	Dalit	Madhesi	TOTAL (4)	GIRL	EDJ*	Dalit		Madhesi	
Bachelor's Level (5)	B.Ed	89	64	18	8	0	110	81	18	7	0	58	43	3	1	0	0	0	0	0	0	0	390
	BBS	305	194	45	9	2	282	150	33	7	0	165	109	19	8	0	133	97	6	1	3	752	
	BA	49	34	9	4	0	39	28	8	2	0	60	44	11	3	0	0	0	0	0	0	155	
	B.SC	37	25	3	0	0	52	27	3	0	0	33	21	2	0	0	7	5	2	1	0	121	
Master's Level (6)	M.ED	112	83	14	2	1	58	43	2	0	0												170
	M.A	30	16	0	0	0	26	13	4	2	0												56
	MBS	25	14	0	0	0	17	8	0	0	0												42

2.3 Graduate Trend Analysis

The table below presents the number of graduates i.e. the students who completed Bachelor's and Master's Degree and who were issued certificates in the year 2015.

Table 5: Graduates' List for Bachelor's and Master's Degree Level for the year 2012-13

Level	Program Name (e.g B.Ed.)	Graduate Students				
		TOTAL	GIRLS	EDJ*	Dalits	Madhesi
Bachelor's level (5)	BEd	44	24	07	02	0
	BBS	83	50	04	02	0
	BA	38	23	03	0	0
	BSc					
Master's Level (6)	MEd	34	15	04	0	0
	MA	6	05	0	0	0
	MBS	09	07	0	0	0
M .Phil.(7)						
Ph.D.(8)						
Grand Total (5+6+7+8)		214	124	18	04	0

The table 5 above shows that about half of the graduating students in the year were females. EDJ and Dalit students graduating in the year were very few.

2.4 Programs

The campus is currently running the following programs:

1. Bachelors in Sciences (B.Sc) four years program
2. Bachelor of Business Studies (BBS) four years program
3. Bachelor of Education (B. Ed) three years program
4. Bachelor in Arts (BA) three years program
5. Master in Arts (MA) two years program
6. Master of Business Studies (MBS) program two years program
7. Master in Education (M. Ed.) Program two years program

No new programs have been added since the year 2068. The Bed program which was a 3-year program earlier has now been converted a four-year program by TU and the campus now has the first batch of students in the four-year program.

2.5 Educational Pedagogy

The traditionally used pedagogical methods in the campus are lecture, demonstration, discussion, group work,

pair work etc. Recently, more technology-based presentation, seminar, workshop, field work methods are being followed for modernizing pedagogical approaches. Teaching faculties have been inspired to uplift their pedagogical skills by providing opportunities of participating in trainings, symposiums etc.

3. Physical Progress

There have been a few minor developments in physical infrastructure as well as addition in educational aids 2072-73 as discussed in the following points. The campus has selected for Higher Education Reform Project (HERP) .

3.1 Infrastructural Development

Some rooms in the Academic building were partitioned into new rooms in 2070-71. Similarly, some previously used classrooms were partitioned to make department rooms/offices for Management, English, Nepali, HPE, and Education and Curriculum departments in the fiscal year 2072-73. Likewise, minor repair work, maintenance and coloring of the buildings have been taking place every year.

In the fiscal year 2072-73, the premises around the administrative building and shopping complex building was paved with mosaic tiles. Besides, the regular maintenance of the garden, repair works of water taps and pipes take place yearly. The campus has constructed Basket ball court at a cost of Rs.991000.00 for extra-curricular activities. similarly a deep bore for drinking water has been installed in campus premises with a cost of Rs.300000. The campus has completed the furnishing of different academic department and it has set up a well equipped computer lab, CC camera has been installed in campus administration.

3.2 Higher Education Reform Project Status (HERP)

The campus has selected for HERP in 7th ranking out of national completion for 2016-2020 among the community campuses. This fiscal year the campus prepared annual work plan and procurement plan for the development of infrastructure, labs, computers and equipments as follows:

Annual Work Plan 2073-74

As per the decision of Campus Management Committee dated 2073/06/17, we have submitted the following plans and programs to be conducted by the campus under Resource Mobilization (DLI 2) support of University Grants Commission, Nepal for the academic year 2073/74

SN	Description of Work	Estimated cost	Estimated time period
1	QAA Accreditation process	Rs 400000.00	PRT observation visit and follow-up visit expected to be completed within Marga 2073

2	Procurement of Computer for academic department and Interactive board, LCD projectors for Master classes	Rs 900000.00	Fiscal year 2073/074
3	Procurement of furniture in ACC room, departments and administration office (Filing cabinet, tables and chairs)	Rs 1000000.00	Fiscal year 2073/074
4	Procurements for environment science laboratories	Rs 700000.00	Fiscal year 2073/074
5	Procurement of Maintenance and Painting work on academic blocks	Rs 10,00,000.00	Fiscal year 2073/074
6	Procurement of publication (Academic calendar, Prospectus and <i>campus Serofero</i> & Journal)	Rs 300000.00	Fiscal year 2073/074
7	Establishment of Research Management Cell (RMC)	Rs 300000.00	Fiscal year 2073/074
8	Observation Visit of Accredited campuses	Rs250000.00	Fiscal year 2073/074
9	Faculty Development, Research and Training Program	Rs 300000.00	Fiscal year 2073/074
10	Procurement of Books, Journals and e-learning resources for library	Rs 750000.00	Fiscal year 2073/074
	Total	Rs 60,00,000.00	

3.3 Educational Aids

New equipment

The campus has a computer lab, separate science labs, and a hotel management lab. Some computer equipment -1 computer CPU, 1 monitor, 1 printer and 2 UPSs were bought in the year

4. Financial Progress

Year-wise financial data of income and expenditure are presented and discussed in this section.

4.1 Analysis of Financial Resources/Income of Last three years

The income data for past Four fiscal years as per the records of campus account section are shown in the table 6 below.

Table 6: Trend of Revenue

<i>Rs. in figure</i>				
Year	Student Fee	Other Income	UGC Income	Total Income
2013	55953979	1686902	2374562.5	60015443.5

2014	59141965	2624682	10379626.72	72146273.9
2015	39280375	4780880	1140000	45201255
2016	53590183	1840428	1140000	56570611

4.2 Expenditure Analysis of the Last three years

The expenditure data for Four fiscal years as per the records of account section are shown in the table 5 below.

Table 5: Trend of Expenditure

<i>Rs. in figure</i>						
F.Y.	Salary Expenses	Other Expenses	Equipment Purchase	Book Purchase	Development Expenditure	Furniture Purchase
2013	34102131	12346745.94	712062	578582.5	1653623.77	1400883
2014	41216359	14797572.43	189597	88147	2136386	40299
2015	40813849	14278830.94	272344	81959	2086623.37	189000
2016	42050310	16364315	223589	133946	462936	105401

4.3 Audit Observations/Issues and Steps Taken to Mitigate the Issues Raised by Audit Observations in the last fiscal year 2072-73

Some of the **Issues** raised by Audit Observations of the fiscal year 2072-73 and the steps taken to mitigate them i.e. **Management responses** are listed below in points. The issues are presented as they were raised in the audit observation document by the auditor, and the management responses listed below are as they appear in the corresponding response letter by the management committee to the auditor.

1. *Improper and Inadequate Supporting Document*

On review of the expenditures for the period, some instances were noted where the supporting documents were either inadequate or insufficient to substantiate the expense to evidence their reasonableness, validity and accuracy. SMC should ensure that all the expenses reported are properly and adequately supported with the documents.

Management Response: We agree with your recommendations and ensure that we will follow the suggestion.

2. *Bank Reconciliation Statement*

Financial and Administrative bye laws of SMC requires management to prepare Bank Reconciliation Statements to be prepared within first week of every months and forwarded to campus chief by finance officer. However, practice was not followed. The management is recommended to prepare BRS within first week of upcoming month.

Management Response: The account section will prepare Bank Reconciliation Statement as per the rules of campus and your recommendation.

3. *Cash Payment*

Payment to outsider examiner and thesis evaluator are paid in cash despite the amount is greater than Rs. 5000. Cash payment slip and claim sheet are also missing. The management is recommended to pay such expense in cheque and to make standard claim form

Management Response: We have just printed a standard format for petty cash payment to different parties so will strictly follow this recommendation in running fiscal year.

9 Tax Related issues :TDS not deposited timely

As required by the section 90 of the Income Tax Act 2058, taxes withheld during the month should be deposited into the respective IRO within twenty five days of the following month. However, it was noted that there was no practice of depositing the withheld amount within the time limit.

It is recommended to ensure timely deposition of TDS withheld in order to avoid additional cash outflow of the organization against fines and penalties.

Management Response: Due to the shortage of fund the campus unable to pay salary in proper time so deductions are not allocated and deposited in respective accounts of different offices e.g TDS, provident fund, gratuity fund, citizen investment fund. However we have started to deposit the TDS and income tax as per the tax act of Nepal and will follow the rule of tax shield insurance amount while calculating the taxable income.

4. *Fixed Assets*

Financial and Administrative bye laws of SMC require that the Physical Verification of the assets should be done two times in a year and report should be prepared. However, the practice was not in implementation. It is recommended to physically verify the fixed assets and coding of the assets should be made to properly safeguard the assets

Management Response: As per the suggestion given in the last fiscal year report we did the fixed assets and store verification only one time and will follow this recommendation.

5. *Advance Related Issue*

On review of the advances for the period, the instance was noted where there was delay in settlement of advance and the ticket of bus fare is missing in most of the cases. SMC should ensure that the advance should be settled within seven days of the completion of work.

Management Response: We agree with your recommendation to settle the advance with in 7 days after completing the events or transitions with adequate supporting documents so will avoid it in the next fiscal year.

6. *Scholarship Policy:*

The 'Scholarship Policy formulation sub –committee, formed by the BOADs in 2068 has recommended the

broad framework for granting different types of scholarship but in some events and external as well as internal pressure compel to take decision in hurry and so some time we fail to ask to submit necessary supporting documents even though we will try our best to follow the norms and standard of the campus rules and regulations. Thus it seems that the campus has tried to address all the major issues raised by the audit observations.

5. Social Progress

5.1 Campus's Involvements in Social Activities

Saptagandaki Campus, as a community campus, participates in important social activities organized by institutions in the society. Campus has recently formed a separate cell called Public Relation Cell which aims to improve campus's image in the society with increased involvement in social programs for the betterment of the society and the campus itself. Some of the recent activities are listed below:

- Saptagandaki campus participated in the earthquake relief campaign after the Great Earthquake in 2072. Relief materials (including fast food, rice, cereals, oil, salts, clothes and blankets) worth about NRs. 150,000 were distributed to the earthquake victims (about 150 households) in Ghyatchowk, Simjung, Saurpani VDCs neighboring Barpak in Gorkha district. A team of 15 teaching and non-teaching staff reached the affected area and distributed the relief materials.
- SMC participation in Educational Fair organized by Greenery Lions Club and Birendra Multiple Campus from Push 15th to 20th in 2072.
- On World Wetland Day (Feb 2 2017) Students of BSc (ECO Club) and Department of Science SMC, along with other organizations, participated in the environment awareness rally and cleaning campaign of Bishajari Lake which is located inside Chitwan National Park and listed in the World Wetland List
- Students of MEd. 2nd year (Health Group) in co-ordination of Department of Health, Saptagandaki Campus conducted community health awareness programs in and around Chitwan district every year.
- On World Environment Day in 2071, 2072, 2073 Saptagandki campus participated in environmental awareness and cleaning campaign of Bharatpur-Narayangadh section of Highway organized by Bharatpur Municipality.
- Fruits and food distribution to the senior citizens living in Devghat by BBS 2nd year students in 2073/10/23.

5.2 Society's contributions to campus

- Mr Binod Khanda Timilsina donated to SMC the sum of Rs 100000 as endowment fund for student scholarship to be distributed to orphan children who are studying in Saptagandki 2072.
- Uttam Adhikari, an ex-student, Secretary of Saptagandki Almunai donated 40 books to SMC library in 2071.
- District Public Health Office Chitwan provided information material like leaflets and pamphlets related to mosquito-borne diseases, and it also delivered a special awareness class for SMC students on 2072.

- District Police Office Chitwan organized a special class on Traffic Accidents, Juvenile Crimes for SMC students on 2072.
- Participation of local tole reform committee in sanitation program in the occasion of campus anniversary day margh 02 2073.

5.3 Plan for Campus's Contribution to Society

- Recently, Campus has decided to put up No-Horn zone signal boards on the roads around the campus.
- Campus has decided to offer scholarship to one student recommended by SaptagandkiToleSudharSamiti.
- Campus has decided to offer its program hall for the programs to be conducted by ToleSudharSamitis around the campus.

5.4 Plan for increased Involvement of Society in the Campus

As a community campus, SMC plans to encourage increased involvement of society in the overall development of the campus by including people from diverse section of the society in the decision making process of the campus so that they can feel the ownership of the campus. People from community are nominated in the management committee of the campus.

6. Challenges

6.1 Short and Long Term Challenges

Short term Challenges

- a) The major immediate challenge that it has been facing now is to recover its revenue deficit that is due to the decreasing number of students in its various academic programs, especially in Education Stream. A large number of faculties and staffs and their job positions (Darbandi) are based upon this program. The campus has great challenge as how to shift all these jobs onto other Bachelors and Master programs so that the campus can save all of its employees.
- b) Lack of sufficient programs in priority areas is a major problem that has directly affected the fulfillment of students' needs and sustainability need of the institution. Despite having adequate physical infrastructure, the only priority area program running at the moment is BSc. (Environmental science).
- c) Students' performance indicators are not very encouraging in the recent years.
- d) The campus is facing the pressure of decrease in its student enrolment and high dropout rate in Masters and Bachelors program due to intense competition among the institutions providing higher education and the trend of student migration at international level.

Long Term Issues

- e) In terms of academic quality and efficiency indicators, campus has been still in struggle to achieve the benchmark performance. To enhance its quality, the campus should launch a number of trainings and position. For this purpose, the campus is in the dire need to add new programs of technical line to maintain its market viability.
- f) Guaranteeing placement of graduates in the job market is another major long term challenge.
- g) Lack of application of academic calendar by TU also endorses the meager result of students. The proper record management of students, maintaining optimum class size, minimizing endemic students' politics and application of modern teaching methodologies bring the academic result of public campuses to its track. Hence Saptagandaki needs to address these issues in this strategic plan.
- h) Other problems: mass education system (70-80 students in a classroom); no proper record management, no control over students activities, endemic students politics, constraints to modern teaching methodology in mass size classes; the poor academic result of public campuses.
- i) The campus has to make proper arrangement of physical facilities, modernization of all classrooms suitable for modern teaching methodologies, ensuring access of mass of students on e-resources and technology through library reform and construction of separate building for technical education etc are the immense need of campus for fostering quality and growth of institution. The campus has not sufficient funds to finance these reforms and infrastructure, so it needs to develop some funding strategies to these projects.

6.2 Mitigation measures and Plan for Addressing the issues and challenge

a) Program expansion plan

Campus plans to introduce various priority areas programs and popular programs to counter the problem of decreasing enrolment.

	List of proposed academic programs	Remarks
1	Bachelor in Computer Application. (TU)	Feasibility Study completed
2	B.Sc. CSIT (TU)	Affiliation proposal submitted
3	Bachelor in Information Management (TU)	Affiliation proposal submitted
4	Bachelor in Business Management (TU)	LOI submitted
5	Bachelor Travel & Tourism Management program-	LOI submitted
6	BASW, MA (mass communication and journalism),	
7	B.ED Computer science and science education	

b) Physical/ Infrastructure development plan

The following scheme of physical development has been proposed.

- 1 Establishment of research management cell for conducting faculty research.

- 2 Land acquisition and Construction of building for technical education in new site.
- 3 Construct Canteen with underground parking
- 4 Reform Classroom compatible to virtual e-resources and e-teaching learning activities
- 5 Construction of bathrooms at the third floor

c) Faculty development plans

The quality of teaching and exemplary research works depends upon the stimulation, quality and loyalty of teaching faculties at one hand and similarly the initiation and motivation of the institution to develop their faculties in orientation of research, teaching and training at other side.

The campus strategic plan has addressed these issues and they need to be implemented in the annual programs and budget. To this line of spirit, the faculty development plan has been developed which has the different activities to be accomplished for meeting the campus goals as set in strategic planning.

- 1 Study leave to lecturers from each faculty for further study of M.Phil and Ph.D.
- 2 Course refreshment program
- 3 Publication of research journal (annual)
- 4 Participation in national /international seminar- faculties will be provided to participate in national/international research seminar.
- 5 Micro research scheme (subject wise)
- 6 Conduct National seminar (-Conduct seminar on some specific topic relevant to the development of scientific knowledge.
- 7 Permanent placement and promotion of staffs and faculties (at least 10 persons)
- 8 Frequent Educational excursion and field visits for faculties and staffs
- 9 Frequent Refreshment training for non teaching staffs

d) Institutional Autonomy/ Quality reform plan

Institutional academic autonomy is considered the most important factor for driving the community campuses towards the path of academic excellence, expansion and flexibility. Campus administration and BOD is deeply considering the campus to lead in this direction. Therefore these strategies include the following plan:

- Examination system development in Bachelors program
- Train teachers to question paper development and answer copy checking
- Develop and train exam section staff to run final examination independently
- Install EIMS and examination software in exam section
- Aware students graduation degree in the logo of awarding university with their close tie up

- Enforce trail in development of market demanding academic course like Bachelors in Tourism Management, Poultry management etc. as per the regional and national need and implement self-designed courses and ensure its sustainability
- Develop faculty professionally to ensure their capacity to develop and run these new course.
- Dialogue with national educational policy stakeholders to transform the campus into a deemed university
- Short term technical training courses will be developed to cater the need of lower level manpower development.
- New courses and curriculum on bachelor level will be developed and implemented in the area of tourism, agriculture, poultry science etc to link up the growing economic development of the district and region.

e) **Library reform- virtual library development plan**

Campus plans to take the following measures to improve the existing library and develop a virtual library.

1. Library training at least 2 within plan period
2. Purchase of –Basic Text books
 - Reference books
 - Online journals and magazine
 - News paper
3. Networking with national and international library
4. Develop virtual library and practice video conferencing and online teaching /learning

f) **Teaching methodology Reform Plan**

To change the traditional teaching methods and replace it with case studies, problem based learning exercises, case analyses, student participation, seminars and discussions, and independent study is the major objective in SMC's revised strategic plan because they stimulate to overall campus development goals. This project requires reducing the class sizes, scrutinizing the quality student intake, adoption of modern teaching technologies, orientation and trainings to faculties to the new methods etc. The campus in its first phase, requires to launch this plan in post graduate classes of MBS, MA and M.Ed programs and slowly to the other programmes like BBS,BA, B.Ed. etc. The detail plan of teaching methodology reform strategies will be presented as follows.

1. Modernization of master degree class room with multimedia/ e-board facilities (3 class rooms for each faculty)
2. Purchase of computers for research management cell and departmental section.
3. Guest lecturer and seminar classes for students- at least 10-15 classes/ seminar per year
4. Industrial visits, project works, and university visits to selected students from students
5. Student evaluation, internal assessment and feedback survey
6. Graduate research and project works

Institutional Accreditation

The campus has its better performance in the indicators like enrollment, expansion, inclusiveness etc. however it has to do a lot of attempt to be successful in the indicators like quality assurance, efficiency, and tracer study. Therefore this scheme is developed in the ground that how we can achieve those objectives by guiding our faculties, staffs and students to the spirit of QAAC so that Saptgandaki becomes one of the successful campuses in quality reform.

1. Installation of new software and hardware system to improve quality of service delivery as per the requirement of EMIS units and the campus administration as a whole.
2. Completion of tracer study of at least one academic program
3. Result improvement scheme- the focus is given to increase pass percentage in each program by providing extra classes, coaching classes and other measures.
4. Establishment of research management Cell
5. Ensure Quality assurance and accreditation of campus by UGC
6. In the process of QAA the campus has been Pre-Visited by Peer Review Team of UGC during the last Jun 2016 and It has planned to complete observation visit of PRT during the March/April 2017

g) Scholarship and fee waivers plan – Girls, Marginalized, Disadvantaged group *Janajatis, and Dalits etc.*

The campus will launch the fee waivers and scholarship strategies making target to girls, dalits and disadvantage groups from the weaker section of society. SMC has history of providing sufficient financial and non financial support to the student from the weaker section of society. Recently the campus provides minimum 3 % scholarships to those students. By lunching this project the campus aims to increase the support quota from 3% to 5% of total budget. Besides, this project will also consider the supports for training in skill development, internship and other measures which positively impact the lives of students for their better capacity development

h) Student enrolment increment and retention strategies

- Student almunai and students union will be made more responsible for promoting the services offered by the campus.
- Radio, Television, Campus website and other campaign will be the major instruments for information dissemination to students and community.
- Special provision like fee waiver, scholarship ect. Will be made to *janajaties, dalits*, and disadvantaged groups in enrolment and selection process.
- Institute will develop friendly relation with local secondary schools, community colleges and technical institutes.
- Highly demanded technical and practical programs will be started that can help to create self-employment and fulfill public needs.
- Students will be attracted and motivated through market demanding programs, quality education and extra facilities such as hygienic canteen facility, facilities of games and refreshment, participation on community programs
- Highly skilled and qualified national as well as international scholars will be hired to formulate the new

courses and curriculum as per the need of market.

6.3 Strength and weakness of the campus

Strength:

- Most accessible location and serene atmosphere.
- One of the Top-7 Public Campuses of Nepal in the ranking of University Grants Commission of Higher Education Reform Project 2016- 2020.
- Well developed physical infrastructure of library and academic building.
- Preferred destination of students from more than 30 districts in Nepal.
- Affordable fee structure.
- Experienced faculties and staffs.

Weakness:

- Lacking of technical program.
- Campus has not sufficient land space.
- Lacking of sufficient amount of development fund.

Thank You !

Feb. 2017, Bharatpur, Chitwan