Five Year Strategic Plan

(2020-2024)

Marsyangdi Multiple Campus

Besishahar, Lamjung

E-mail: mmcampus2020@gmail.com

Website: www.mmc.edu.np

2020

Table of Contents

Institutional Profile 1

5 Year Strategic Plan (2020-2024) 2

Introduction 4

Rationale of the Plan 4

Opportunities 5

Challenges 5

Major Priorities 6

Infrastructural Development 6

Proposed Programmes for Educational Reform 8

Academic Reform Programmes 8

Administrative Reform Programmes 8

Student Mobilization Package Programme 9

Research Development Programmes 9

Resource Mobilization and Sustainability Plan 10

Policies and strategies to improve pass percentage, drop out and retention of elite group students 11

Human Resource Management 12

Human Resources Profile 13

Human Resource Development Action Plan 2020-2024 15

Self-Appraisal System for Faculties 16

New Academic Programmes 17

Infrastructure Development 17

Building Construction 17

Five year Implementation Plan in Various Sectors 18

Academic Programmes 18

Administrative Reform 18

Student Mobilization Package 19

Research Development Plan 19

Resources Mobilization and sustainability Plan 20

New Academic Programmes 20

Infrastructure Development 20

Supervision and Monitoring 21

Quality 21

Procurement 21

Report 21
Transparency 21
Collaboration 22
Expected Change 22
Conclusion 23
Activity and Budget in Detail 24
Academic Programmes 24
New Academic Programme 24
Administrative Reform 25
Research & Development Programme 25
StudentMobilization Package 26
Resource Mobilization & Economic Sustainability Plan 26
New Academic Programme 26
Infrastructure Development 27
Estimated Budget Contribution from Stakeholders 27
Expected Change 30
Base Line Information 31
Annex 1: Members of Internal Quality Assurance Circle (IQAC) i
Annex 2: Organizational Structure of Marsyangdi Multiple Campus ii
Annex 3: Self-Appraisal forms for Faculties iii

Institutional Profile

Name of Campus	: Marsyangdi Multiple Campus
Address	: Besishahar Municipality-7, Lamjung
Affiliation	: Tribhuvan University
Location	: 178 km west from Kathmandu.
Phone No	: 066-520213/ 066-520414
Email Address	: mmcampus2020@gmail.com
Web Site	: www.mmc.edu.np
Notice Board Service	: 1618066520213
Establishment of Campus	: 2047
Nature of Campus	: Academic Institution
Type of Campus	: Community Based
Running programmes	: BA, BBS, B. Ed (One year & four year B. Ed., M. A. in Sociology, & M. Ed in Curriculum (Under Tribhuvan University) and separate +2 programme (under National Education Board)

No. of students	: 632
No of Bachelor and Master Level teaching staffs	: 20
No of non-teaching staffs	: 09
Library	: 01
No. of books	: 9500
No. of Buildings	: 4 with 27 rooms.
Seminar Hall	: Two
Computer lab	: 01
Land	: 79 Ropanies
Drinking water	: Yes
Toilet	: Yes
Hostel	: No

Management Committee Chairman : Hari Prasad Baral Cell : 9856045359

Campus Chief : Hari Babu Thapa Cell: 9856045380

5 Year Strategic Plan (2020-2024)

Our Motto (Slogan)

"Quality Education is our Destination."

Our Vision

To be a sustainable higher educational institution of western Nepal with its sound academic programs, Marsyangdi Multiple Campus will be widely recognized for the quality education and research programs.

Our Values

"Quality and sustainable education development"

Our Mission

The Mission of Marsyangdi Multiple Campus is to provide access to holistic higher education for the people of the western region in the country with emphasis to 'Janajati', Dalit, women and other marginalized groups. It is dedicated to produce highly efficient human resources and guided from these defined missions:

- to produce skilled manpower
- to deliver quality education services to societies at affordable cost
- to preserve local culture and tradition
- to introduce means for self-sustainability
- to establish as a research center in the district
- to serve the students by teaching them problem solving leadership and team work skills.

Goals

In order to achieve the vision and mission, the campus will strive to achieve the following specific strategic goals:

- program extension in line with the educational demands of nation
- improve internal efficiency and effectiveness on diverse concern
- continue efforts toward quality education and infrastructure development
- qualified for accreditation from the UGC and maintain the accreditation status
- to provide market need education.
- develop financial sustainability of the organization
- develop as a socially responsible educational institution, maintain good relationship with the community and stakeholders

Objectives

This plan is concentrated towards realizing these achievements.

- to increase pass percentage of students
- to increase graduate employment trend of the campus
- to achieve operating cost and effectiveness of this institution
- to increase opportunity of education for marginalized and disadvantaged group
- to increase community participation
- to increase students participation in every activities
- to improve and extend physical facilities
- to establish well-managed library
- to set up hub for modern information technology
- to introduce new, modern and technical subjects like BBA, MBS, HM, BHM, Mass communication and Travel and Tourism and Computer Science
- to introduce the campus in QAA for its enhancement and sustainability

Introduction

Marsyangdi Multiple Campus (MMC) stands tall in the history of higher education of the Lamjung district not only as the oldest campus but also in terms of number of student enrollment, diversity of programs offered, its achievement, contribution and significance in the development and its strong linkage and association with other social and communal organizations. MMC, established in 1991 (2047 B.S.) under community management and affiliated to Tribhuvan University (TU), the largest university of the country, is recognized as one of the campuses of national and regional importance The campus was established with a thrust to fulfill the need of higher education of the local students with a primary objective of providing quality education in low cost. Today, this campus has been standardized as a centre of attraction to diversified students populationranging from backward and ethnic communities. This campus has been providing educational services not only to the students of Lamjung but also to students of adjoining districts like, Manang, Kaski, Gorkha, and Tanahun.

In course of three decade history, MMC has made commendable achievement in enhancing academic standard and infrastructural management. As the affiliated campus of TU, MMC began the Intermediate level class of Humanities and Social Science, and Management from 2047 B.S. in the morning shift. Gradually, the campus introduced the Bachelor level programs of Humanities and Social Science and Management in 2050 B.S., One Year B.Ed. in 2060, Three Year B.Ed. in 2061, and Masters of Arts and Masters of Education in 2067 B.S. Being the affiliated community campus of TU, MMC follows the curriculum and academic programs of TU and is governed and managed according to the rules, regulations and policies of the campus constitution/ statue along with the active cooperation of the community.

Rationale of the Plan

Despite the growth of potentialities, MMC has faced some problems like resource constraints. In addition to its regular resources, the campus has received support from different National Organisations (GOs) and Non-government Organisations (NGOs) for its infrastructure and academic improvement. However, there are manychallenges as well as opportunities. Some of the challenges include budget deficit, low pass rate of students, lack of adequate research activities, high dropout rate, and traditional record keeping system. To transfer the challenges into opportunities, it has to develop a plan with strategies. So, the present five year strategies plan has proposed various plans for its administrative, academic

and infrastructure reform. Similarly, the plan will contribute to improve the quality of education by introducing the latest instructional technology in classroom, improving the quality of services provided by the campus, linking research activities with classroom teaching, developing the teaching and non-teaching staffs' capacity, introducing various software for financial record system, and implementing effective monitoring mechanism. Moreover, the campus will increase the local communities' participation in various campus activities. The following are the opportunities and challenges of the campus identified by the five year strategic plan 2020-2024.

Opportunities

- Introducing new programs as per the demand of the market and society.
- Adapt with modern teaching technology.
- Development of campus as a quality academic and research centre.
- Qualitative and quantitative graduation passing out ratio.
- Collaborate and develop academic relation with international universities.
- Continuous support from various government and non-government organisations and well-wishers.
- Establish one of the leading campuses for higher education in the Gandaki province.
- Access to people from different walks of life.
- Enrich library facilities, infrastructure modernisation, and resilient education.
- Develop relationship and collaborate with various financial and academic institutions.

Challenges

- Fragile government policy regarding higher education.
- Abroad and Urban centric ideology for higher education.
- Inadequate support from the government of Nepal.
- Lack of proper job opportunities for graduation students.
- High dropout rate.
- Lack of public awareness for higher education.
- Unnecessary political pressure.
- Privatization in education.
- Lack of transportation facilities.

- Lack of adequate scholarship and supportive fund for the financially deprived students.
- Assimilate research activities in teaching learning activities.

Major Priorities

The campus has set the following priority areas for the coming five years (2020-2024).

- To increase academic performance of the campus
- To increase pass out rate through various activities
- To launch capacity building trainings to administrative staff
- To achieve QAA benchmark
- To transform into effective organizational management
- To increase student enrollment
- To provide job placement after graduation
- To initiate stakeholders' participation in all round development
- To involve in infrastructural development through Procurement Plan set by UGC
- To launch new academic programmes like BBA, MBS, and BHM. etc
- To manage library and administration system through modern software.
- To enhance national and international relations for the quality development
- To support for teaching and non teaching staffs for further studies
- To publish academic writings (Journals) continuously
- To assimilate research activities with teaching learning process.

Infrastructural Development

Considering the requirement of infrastructure development for quality education, the campus has set short term mid-term and long term infrastructure development plan based on its priorities.

Short Term Priority

- Class room furnishing with modern technology
- Gardening in campus premises
- Repair and maintenance of building and furniture
- Purchase of text, reference books, and e-books
- Collaborate with TU Central library for utilizing e-resources
- Establishment of mini library in departments
- Proper management of computer lab

- Regular conduction of research activities
- Accredited with QAA certificate
- Send at least 2 faculties for M.Phil. and Ph.D.

Mid Term Priority

- Construction of modern class room with technology
- Construction of alternative exam hall
- Bus service for the students from remote area
- Introduce new programmes like BBA, BHM, and MBS
- Establishment of E-Library
- Send at least 4 faculties for M.Phil. and Ph.D.

Long Term Priority

- Construction of a modern classroom building
- Construction of a campus hostel for girls
- Construction of staff residential building
- Construction of a separate modern administrative building with adequate space for a campus library
- Develop infrastructure in collaboration with various donor agencies for technical education in Besishahar 10 (Aanpdanda)
- Manage at least one faculty with Ph.D. in each faculty.

Proposed Programmes for Educational Reform

Academic Reform Programmes

Academic quality is the first and foremost priority of this institution. The success is measured through academic performance. The sole objective on its establishment is to provide quality education. At present, the academic environment is not competent enough for the fast changing world. Present educational expectation is very high and so as to meet that standard we have to launch new and advanced methodology with highly efficient and dedicated human resources. Here, we present some activities which will help to bring dynamic change in our institution.

i. Organization of seminar/ orientation/workshop
ii. Support for core teacher/staffs to further studies
iii. Supply laptop computer with ICT training to the faculties to increase their work and education efficiency as per requirements
iv. Exposure visit to the renowned universities/colleges (national & International) for teachers and management committee
v. Motivate the faculties to conduct various research activities
vi. Classroom management with effective ICT tools
vii. Monitoring teaching learning activities through class observation
viii. Purchase various reference books and e-books
ix. CC Camera management in rest of the classrooms and administration sections
x. Faculty development training and excursion

Administrative Reform Programmes

Administration is the mirror of the activities of a campus. It is the heart of campus and without improving its performance campuses cannot make a paradigm shift. So, here we propose some activities that should be responsible to improve the quality of staff, institutional settings and working environment.

i. Various computer trainings package for non-teaching staff
ii. Library training for library staff
iii. Capacity development training on administrative record keeping, collection and analysis

iv. Visiting various institutions to enhance administrative activities
v. Regular review meeting/workshop
vi. Regular monitoring and supervision
vii. Establishment and proper management of E-library
viii. Regular updating the information of campus in website

Student Mobilization Package Programme

Students are the center of teaching learning process. Apart from the prescribed curriculum, various activities inside and outside the campus can empower the students. We understand that the quality of education is not only the score that students acquire in the exam; it is rather the overall capacity building of the students. Focusing to the modern teaching learning methodology which is based on student center method, we are planning to involve the students from planning level to monitor so that they can be more competent and matured. Moreover, the active participation of the students and student support programmes can reduce the dropout rate; improve their pass our rate, make them more creative and multifaceted. Such activities can attract more students to increase the student enrollment rate. The following programmes and activities have been planned to reduce the gap of students' participation.

i. Scholarship programmes
ii. Student counseling and placement service programmes
iii. Special class for the needy students
iv. Basic health service
v. Orientation on academic programmes, library use, and computer classes to the new students
vi. Computer training to students
vii. Organize extracurricular activities regularly
viii. Field study and excursion
ix. Training on the use of information technology
x. Occasional interaction of students with various employers
xi. Ensure students' participation in various committees and sub committees of the campus

Research Development Programmes

Research is one of the core activities of higher education. Researches in different area enrich the knowledge of the scholars. Research opportunity should be open both for teachers

and students to develop the academic culture. Moreover, there should be a good connection between various research activities and modern higher education. To regulate the research oriented activities of the campus, a separate cell (RMC) has been formed and several activities will be carried out through this cell. Some of the proposed activities are as follows.

i. Regular workshops and training on various issues of research and research methodology to motivate the faculties in academic writing and conducting mini research.
ii. Publication of peer review journal, annual report, IQAC audit report regularly.
iii. Carry out the Tracer study of the graduates every year.
iv. Survey the students' satisfaction level.
v. Provide consultant services to different organizations.
vi. Join students and teachers in TU central library for e-resources
vii. Establish the campus as a center for research

Resource Mobilization and Sustainability Plan

Financial position plays an important role for the success of an institution. None of the institution can get success without financial strength. Financial strength may help to overcome many issues. The community based campuses have not received substantial support from the government; it is mainly based on the trust of the community. Despite the growing potentialities, the campuses have been facing resource constraints. To minimize the shortage of financial resources and maximize the alternative source of income, the campus has developed a resource mobilization plan.

At present, MMC's primary earning is students' fee which covers 80% of its expenses. The other sources are community support, regular grant from UGC Nepal, and the support from the local governments and non-government organizations.

There are some other potential temporary and permanent sources to solve financial problem. The campus has purchased 62 ropanies of land which can be used for vegetable plantation either by the campus itself or in lease. Moreover, the campus is requesting to the municipalities and rural municipalities of Lamjung district for the regular support as it has been established as the center for higher education of the district. To mobilize the resources for sustainable development of the campus, it has developed the following plans:

i. Workshop to identify the permanent earning sources of the campus.
ii. Coordinate with the municipalities and rural municipalities of the district along with various government and non-government organizations for financial support.

iii. Development of land use plan.

iv. Access analysis on natural resources and public resources.

Policies and strategies to improve pass percentage, drop out and retention of elite group students

Since majority of the students in this campus come from low socio-economic background and there is no provision of entrance exam to enroll in annual programmes. Their absent rate is high and its the main cause of low pass percent in the annual programmes. Similarly, foreign employment, marriage related factors (such as pregnancy) and economic problems are the reasons behind high dropout rate. The campus has offered general subjects which cannot attract many students from elite families. To improve pass percent, decrease dropout rate and retain the elite group students, the campus has developed the following policies and strategies.

Policies

- By the end of the five year strategic plan (2020-2024) the pass percent will have reached 40% in annual programmes and 60% in semester programmes (22% pass percent in annual programmes and 40% in semester programmes in 2021).
- Students' dropout rate will have improved from 30% in 2021 to 10% by 2024.
- 50% students from elite families will have retained by 2024 (the number of students from elite group is 12% now).

Strategies

- Students will be enrolled based on their performance in entrance exam.
- Full scholarship will be awarded to the students with high academic profile and those who performed well in board exams.
- Individual counselling, additional classes for slow learners and classes from guest professors will be offered.
- A campaign to reduce early age marriage and early age pregnancy will be conducted by the faculty of social Science of the campus.
- The student counselling, feedback and employment cell will coordinate the employers for on study job to the needy students.
- The amount of scholarship and fee waive will be increased generating new resources to support the needy groups.

- Regular counselling and motivational programmes will be conducted to highlight the value of education in human life.
- New academic programmes such as BBA, BHM and BCA will be offered as per the demand of the elite group students.
- Beside academic programmes, various non-credit courses will be offered to develop their professional and interpersonal communication skills.

Human Resource Management

Quality of higher education depends largely on the quality of human resource particularly quality of academic staff and managerial skills of the administrative staff for managing support services required for quality higher education. At present, MMC has 20 teaching staff and 7 non-teaching staff for bachelor and master programmes. Besides this, the campus invites guest lecturers to support the students based on their expertise. The campus also invites experts in relevant and necessary areas for capacity development programs.

Administrative Personals and Staffs

The campus has teaching and non-teaching recruiting bylaw approved by the campus management committee based on the campus constitution to recruit the academic staff with a high commitment to the academic career and strong academic background. Regarding the administrative human resource, it will have a strategy to recruit the young graduate who have the knowledge of higher education institutional management and are skillful in information technology. The administrative staff will be given the opportunity of training to update with the latest technology.

Management of Academic Staffs

The Academic Council will set a minimum standard for the recruitment of the academic staff. It will have a strategy to employ the faculty with a minimum Master degree, howeverj the priority will be given to those with M.Phil. and Ph.D. The faculties who have not earned M.Phil. and Ph.D. degree will be given the opportunity for further studies. In addition, the campus will adopt the strategy to promote on the basis of the academic performance of the faculty.

Faculty Development Policy

The Academic Council will prepare different indicators for measuring academic performance of the faculty members. For human resource development, the campus will formulate the policy of faculty development and send them for higher study (M.Phil. and Ph. D.) in the reputed university. The campus will make a policy to provide the study leave and

financial incentives to motivate the faculties for M.Phil., Ph. D. and other professional development programmes. This will provide the opportunities to those teachers and administrative staff to promote their career. The campus encourages the teaching faculties for M.Phil. and Ph.D with incentives and will manage at least one Ph.D. faculty in each faculty.

Work Load of Human Resources

Twenty two periods work load has been allocated to permanent and full time faculty members in a week. We have no fixed work load for contract faculty members because their work load can be changed according to the requirement of MMC. Non-teaching staffs of MMC has work load of 8 hours per day (6 AM to 3 2M). Extra remuneration is provided to faculty members and non-teaching staffs for extra period and extra duty.

Human Resources Profile

S.N.	Name	Position	Type of Appointment	Subject	Qualification	Appointment Year
1	Hari Babu Thapa	Associate Professor	Permanent	Geo./Pop.	M.A.	
2	Shaligram Adhikari	Associate Professor	Permanent	Nepali	M.A.	
3	Janak Raj Basnet	Lecturer	Permanent	English	M.A.,B.Ed.	
4	Padam Bahadur Raut	Lecturer	Permanent	Account	MBS.,B.Ed. Ph.D. Scholar	
5	Balindra Bohara	Lecturer	Permanent	English	M.A., B.Ed.	
6	Binod Neupane	Lecturer	Temporary (Full Time)	English	M.Ed,, M.A. (M.Phil. Scholar)	
7	Arjun Suyal	Lecturer	Temporary (Full Time)	Nepali	M.A., B.Ed.	
8	Puspa Raj Adhikari	Lecturer	Temporary (Full Time)	Population	M.Ed.	
9	Raj Kumar Rawal	Lecturer	Temporary (Full Time)	Finance	M.Ed.	
10	Bikash Chandra Ghimire	Lecturer	Temporary (Full Time)	Finance	M.Ed.	
11	Bharat Bhandari	Lecturer	Temporary	Education	M.Ed.	

			(Full Time)			
12	Lal Kumar Shrestha	Lecturer	Course Contract	Statistics	M.A., B.Ed.	
13	Mahendra Neupane	Lecturer	Course Contract	Economics	M.A., B.Ed.	
14	Ram Chandra Devkota	Lecturer	Course Contract	English	M.Ed.	
15	Santos Upreti	Lecturer	Course Contract	Population	M.Ed.	
16	Shiva Raj Adhikari	Lecturer	Course Contract	Nepali	M.Ed.	
17	Badri Nath Adhikari	Lecturer	Course Contract	Sociology	M.A.	
18	Sunita Baral	Lecturer	Course Contract	Population	M.Ed.	
19	Narayan Bahadur Adhikari	Lecturer	Course Contract	Curriculum	M.Ed.	
20	Uddhab Ghimire	Lecturer	Course Contract	English	M.Ed.	

Administrative Staffs

S.N.	Name of Staffs	Types of Appointment	Designation	Qualification	Appointment Year
1	Dambar Bahadur Ale	Permanent	Admin cum Account Officer	B.Com., M.A.	
2	Tika Kumari Bhandari	Permanent	Administrative Officer	M.A., B.Ed.	
3	Bhakta Bahadur Adhikari	Permanent	Accountant	I. Com.	
4	Suryakala Thapa	Permanent	Librarian	B.Ed.	
5	Ganesh Gurung	Contract	Health Assistant	H.A., M.A.	
6	Prabin Wagle	Contract	IT Assistant	B.Com.	
7	Jagat Bahadur Ghimire	Permanent	Peon	Literate	
8	Parbati Shrestha	Contract	Sweeper	Literate	
9	Nabin Baral	Contract	Watchman	Literate	

Human Resource Development Action Plan 2020-2024

S.N	Themes	Activities	No. of participants to be benefited from the HRD Programme					Remarks
1	**Upgrading qualification of the Faculty**		2020	2021	2022	2023	2024	
		Doctor in Philosophy		1	1	2	2	
		Master in Philosophy	1	1	2	3	3	
2	**Upgrading qualification of the Staff**	Master in Philosophy					1	
		Master's Degree				1		
		Bachelor's Degree				1		
3	**Promotion of the Faculty Member**	Professor					2	
		Associate Professor			1	1	2	
		Assistant Professor	2	2	2	2	2	
4	**Promotion of the Staff Member**	First Class Officer						
		Second Class Officer					2	
		Third Class Officer					1	
		Nayab Subba			1			
		Kharidar						
5	**Research Promotion**	Faculty Research		1	1	1	1	
		Mini Research		2	2	2	2	
6	**Publication Support**	Support in Indexed Journal		1	1	1	1	
		Support in International Journal		1	1	2	3	
		Support in National Peer Reviewed Journal		2	2	3	4	
		Support in Non-ranked Journal		3	3	4	5	
7	**Capacity Development Programme (Training)**	Refresher Courses for Faculty Member		2	4	6	8	
		Refresher Courses for Staff Member		3	3	4	4	
8	**Capacity Development Training**	Need based in-service Training for Faculties		1	2	2	4	
		Demand based in-service Training for Faculties		2	2	3	4	
		Need based in-service Training for Staff		1	1	1	1	
		Demand based in-service		2	2	2	2	

		Training for Staff						
9	**Research & Publication Promotion (Training)**	Research Methodology (In Campus)	15	15	20	20	25	
		Research Methodology (Out Campus)		2	4	6	8	
		Seminar/Workshop/Conference(Local/National)	4	4	5	6	8	
		Seminar/Workshop/Conference(Local/International)	1	2	3	4	4	
		Training for Research Paper/Article Writing and Editing	1	2	2	2	2	
10	**Travel Grants**	Presentation of Research Paper/ Abstract/ Poster (National)		1	1	1	2	
		Presentation of Research Paper/ Abstract/ Poster (International)			1	1	2	
11	**Peer Learning**	Visit by Faculties in HEIs (National)			1	1	1	
		Visit by Faculties in HEIs (International)				1	1	
		Visit by Staff in HEIs (National)			1	1	1	
		Visit by Staff in HEIs (International)				1	1	
12	**Resource Person**	Faculty Involvement as Resource Person (Consultant/Trainer/Guest/ Expert etc.)	1	2	2	3	4	

Self-Appraisal System for Faculties

To assess the overall performance of the faculties annually and provide feedback to them, self-appraisal system will be practiced. The Internal Quality Assurance Circle (IQAC) and Internal Quality Assurance Evaluation Committee will be responsible for faculty self-appraisal. For this, four type of form will be used:

i. Faculty Member Self-Appraisal Form
ii. Faculty Peer Appraisal Form
iii. Faculty Performance Appraisal Form

iv. Student appraisal Form for Faculties

(The design of the form has been kept in the annex section of this plan)

New Academic Programmes

Education has to catch the sentiment of contemporary society and needs to gear up for it. Modern and the latest developed subjects are the demand of studentsso is the society's and nation's. Institution, if fails to understand the needs and interest of society cannot move ahead. The subjects which have more scope in national and international markets need to be identified through research. We, therefore, have planned to introduce the new subjects like BBA, BHM, and MBS in the campus.

Infrastructure Development

The availability of adequate comfortable furniture in the institution can support for quality education.Similarly, modern infrastructure including the classrooms, labs, library, toilets, playground and seminar halls have supportive role in promoting quality education. Considering this fact, the campus has been working for its infrastructure development with short term and long term plans.

Building Construction

The campus has four buildings with 27 rooms. Out of them, 19 rooms are used for classroom purpose whereas rest of the rooms is used for academic purpose. Similarly, the campus has constructed a large programme hall with 400 person capacity and a seminar hall with ICT facilities. Likewise, for the regular meeting, it has a meeting room with modern furniture which is specifically used for the purpose of CMC meeting. Moreover, the campus has the following plans regarding the construction of buildings for the strategic plan 2020-2024:

i. Construction of a modern classroom building
ii. Construction of girls hostel
iii. Construction of a separate administrative building including library
iv. Construction of badminton court
v. Construction of a staff residential building

Beside the above construction plan, the campus has other plans such as repair and maintenance of building and furniture, purchase and construct of furniture, gardening, and developing gender friendly toilets.

Five year Implementation Plan in Various Sectors

Academic Programmes								
S.N.	Programmes cum Activities	Unit	Number	Year of implementation				
				1st	2nd	3rd	4th	5th
1	Organization of Seminar/ Workshop/Orientation	No.	5	1	1	1	1	1
2	Support for teacher/staffs to further studies	No.	10	1	2	2	2	3
3	Supply laptop computers with ICT training to faculties and staff	No.	30	5	5	5	5	10
4	Exposure Visit to the renowned universities/colleges (national & International).	times	5	1	1	1	1	1
5	Research activities	times	5	1	1	1	1	1
6	Classroom management with ICT tools	No.	15	2	3	3	3	4
7	Monitoring and feedback mechanism on teaching learning activities by class observation	times	Two times per year					
8	Purchase of reference books and e-books	No.	1000	200	200	200	200	200
9	CC camera management	No.	25	12	4	4	3	2
10	Faculty Development Training & excursion	No.	5	Excursion will be one time per year for per class				

Administrative Reform								
S.N.	Programmes cum Activities	Unit	Number	Year of implementation				
				1st	2nd	3rd	4th	5th
1	Computer Training package for non teaching staff	No.	5	1	1	1	1	1
2	Library training for library staff	No.	5	1	1	1	1	1
3	Capacity development training on administrative record keeping, collection and analysis	No.	5	1	1	1	1	1
4	Visit different institutions	No.	5	1	1	1	1	1
5	Regular review	No.	5	1	1	1	1	1

	meeting/workshop							
6	Establishment and proper management of E-library	No.	Library management plan will be regularly and establishment of e-library will be by 2022					
7	Regular updating the information of campus in website	No.	Regularly					

Student Mobilization Package								
S. N.	Programmes cum Activities	Unit	Number	Year of Implementation				
				1st	2nd	3rd	4th	5th
1	Scholarship programme (annual programme)	times	regular	√	√	√	√	√
2	Student counselingand placement programme	times	regular	√	√	√	√	√
3	Special class for needy students	times	regular	√	√	√	√	√
4	Health service	times	regular	√	√	√	√	√
5	Orientation about campus services	No.	5	1	1	1	1	1
6	Computer training to students	times	regular	√	√	√	√	√
7	Organization of extracurricular activities	times	regular	√	√	√	√	√
8	Excursion and field study	No.	One time for each class					
9	Training on the use of information technology.	No.	5	1	1	1	1	1
10	Interaction with employers	No.	5	1	1	1	1	1
11	Students participation in various committees and sub committees	times	regular	√	√	√	√	√

Research Development Plan								
S.N	Programmes and activities	Unit	Number	1st	2nd	3rd	4th	5th
1	Research workshop and training	No.	5	1	1	1	1	1
2	Publication of peer review journal, annual report, and IQAC audit report	No.	5	1	1	1	1	1
3	Tracer study of graduate students	No.	5	1	1	1	1	1

4	Survey the students' satisfaction level	No.	5	1	1	1	1	1
5	Join students and teachers in TU central library for e-resources	No.	100		1	1	1	1
6	Consultant services to different organizations	No	5	-	-	1	2	2

Resources Mobilization and sustainability Plan								
S.N.	Programmes cum Activities	Unit	Number	Year of implementation				
				1st	2nd	3rd	4th	5th
1	Workshop to identify the permanent earning sources	No.	4	-	1	1	1	1
2	Coordination with various GOs and INGOs for financial support	times	Regular	√	√	√	√	√
3	Development of land-use plan	times	Regular	√	√	√	√	√
4	Access analysis on natural resources and public resources	times	Regular	√	√	√	√	√

New Academic Programmes								
S.N.	Programmes cum Activities	Unit	Number	Year of implementation				
				1st	2nd	3rd	4th	5th
1	MBS	No.	1		√			
2	BBA and BHM	No.	2			√		

Infrastructure Development								
S.N.	Programmes cum Activities	Unit	Number	Year of implementation				
				1st	2nd	3rd	4th	5th
1.	Construction of a modern classroom building	No.	1				√	√
2.	Construction of girls hostel	No.	1				√	√
3.	Construction of a separate administrative building including library	No.	1				√	√
4.	Construction of badminton court	No.	1		√			
5.	Construction of a staff residential building	No.	1				√	√

Supervision and Monitoring

The campus management committee will form a monitoring committee. The campus will fix the ToR of monitoring committee. That committee will be responsible for monitoring all the activities implemented by the campus. Monitoring committee will monitor the activities incorporated in the strategic plan. The CMC and campus administrations will be responsible to take necessary action. The campus will provide space and other administrative support to the monitoring committee.

Quality

The CMC along with IQAC is responsible to maintain quality while implementing the activities incorporated in strategic plan. Physical facilities are constructed with intensive supervision of authorized engineer and the construction committee.

Procurement

While purchasing materials and services, the campus will follow the rules of government or UGC procurement policy. The procurement plan will be prepared and approved from UGCs as per UGCs rule.

Report

The campus will set a separate section as a secretariat to implement this project. An officer level staff will be deputed to take that responsibility.

This section is responsible to formulate and implement plan. This section will prepare a trimester report and send to UGC and other related organizations.

Transparency

Transparency is the essence for the progress of any institution. The campus is trying its best to maintain transparency. It will maintain transparency in three layers. First; policy and plan transparency; at this stage all the stakeholders will get an opportunity to participate

and give their ideas. Second; the stage of implementation- campus would transfer authority of construction to implementation committee and other related committees. Third; in this stage of monitoring all stakeholders will get opportunity in the form of monitoring committee.

In addition, the campus will audit, prepare trimester report including financial part, publish its expenditure and completed activities in local newspaper, sanction its activities and expenditure from the CMC, campus council and the campus general assembly. and publishes all the activities in its annual publication. Public audit as well as social audit will be carried out.

Collaboration

The campus believes in partnership, group work and co-operative working culture. Before taking a major decision, the campus consults its stakeholders (students, guardians, donors, experts, staffs etc). Its structure is more inclusive. The CMC is formed from campus general assembly. The assembly member includes donors, student's guardians, chief of local authorities, representative of chamber of commerce, member of social organizations etc. Similarly, campus council forms the policy and sanction in general assembly. Likewise, the CMC prepares annual plan, campus administration in coordination of management committee and other committees implement that plan. The campus teaching staffs are organized in a teacher association, and the non-teaching staffs are organized under the umbrella of staff association and students are organized under the umbrella of free student union. All of them participate in decision making from their respective association.

Expected Change

After the completion of this plan cycle, the following changes will be realised;

- There will be fulfilment of minimum infrastructure requirement.
- Institutional capacity system will be strengthen.
- Student number will reach 1050.

- Pass out rate will reach 50%.
- At least 50% graduated will get employment within six months.
- More than 75% teaching and non-teaching staffs will be recruited as Core staff.
- There will be file information unit where all updated and analyzed record will be kept.
- 15% teaching staffs will complete M.Phil., and Ph.D.
- 70% core teacher staffs will be promoted and being permanent.
- All non teaching staffs will be trained and their work performance will be improved.
- Institution will be financially self-sustained.
- Sound educational environment will be maintained.
- More stream and subjects will be introduced in Bachelor and Master's level.
- Effective educational calendar will be implemented.
- Regular feedback mechanism will be developed.
- The campus will be accredited with QAA Certificate.

Conclusion

The higher education policy of Nepal has focused inclusive education and quality in education. To cope with this policy, MMC has focused on participation, human resource development, diversification, technology integration, research activities, cost efficiency, and quality improvement strategies on its operation. Moreover, It aims to develop itself as an academic centre of excellence and potentially a deemed university at the completion of this planning horizon.

Activity and Budget in Detail

Academic Programmes				
S.N.	Programmes cum Activities	Unit	Number	Budget
1	Organization of Seminar/ Workshop/Orientation	No.	5	3,50,000.00
2	Support for teacher/staffs to further studies	No.	10	10,00,000.00
3	Supply laptop computers with ICT training to faculties and staff	No.	30	25,00,000.00
4	Exposure visit to the renowned universities/colleges (national & International).	times	5	15,00,000.00
5	Research activities	times	5	15,00,000.00
6	Classroom management with ICT tools	No.	15	10,00,000.00
7	Monitoring and feedback mechanism on teaching learning activities by class observation	times	Regularly	5,00,000.00
8	Purchase of reference books and e-books	No.	1000	10,00,000.00
9	CC camera management	No.	25	5,00,000.00
10	Faculty Development Training & excursion	No.	5	12,00,000.00
Total				**85,50,000.00**

New Academic Programme				
S.N.	Programmes cum Activities	Unit	Number	Budget
1	MBS	No.	1	15,00,000.00
2	BBA and BHM	No.	2	30,00.000.00
Total				**45,00,000.00**

Administrative Reform				
S.N.	Programmes cum Activities	Unit	Number	Budget
1	Computer Training package for non-teaching staff	No.	5	2,50,000.00
2	Library training for library staff	No.	5	1,50,000.00
3	Capacity development training on administrative record keeping, collection and analysis	No.	5	1,50,000.00
4	Visit different institutions	No.	5	5,00,000.00
5	Regular review meeting/workshop	No.	5	1,50,000.00
6	Establishment and proper management of E-library	Regularly		7,00,000.00
7	Regular updating the information of campus in website	Regularly		5,00,000.00
Total				24,00,000.00

Research & Development Programme				
S.N.	Programme cum activities	Unit	Number	Budget
1	Research workshop and training	No.	5	5,00,000.00
2	Publication of peer review journal, annual report, and IQAC audit report	No.	5	15,00,000.00
3	Tracer study of graduate students	No.	5	2,50,000.00
4	Survey the students' satisfaction level	No.	5	2,50,000.00
5	Join students and teachers in TU central library for e-resources	No.	100	2,50,000.00
6	Consultant services to different organizations	No	5	3,00,000.00
Total				**30,50,000.00**

StudentMobilization Package				
S. N.	Programme cum Activities	Unit	Number	Budget
1	Scholarship	times	Annual	25,00,000.00
2	Student counseling and placement	times	regular	2,50,000.00
3	Special class for needy students	times	regular	10,00,000.00
4	Health service	times	regular	2,50,000.00
5	Orientation about campus services	No.	5	2,50,000.00
6	Computer training to students	times	regular	10,00,000.00
7	Organization of extracurricular activities	times	regular	10,00,000.00
8	Excursion and field study	Once a year for each class		20,00,000.00
9	Training on the use of information technology	Once a year for each class		5,00,000.00
10	Interaction with experts and employers	Once a year for bachelor fourth year and master students		3,00,000.00
Total				**90,50,000.00**

Resource Mobilization & Economic Sustainability Plan				
S.N.	Programmes cum activities	Unit	Number	Budget
1	Workshop to identify the permanent earning sources	event	1	3,00,000.00
2	Coordination with various GOs and INGOs for financial support	times	regularly	3,00,000.00
3	Development of land-use plan			5,00,000.00
4	Access analysis on natural resources and public resources			5,00,000.00
Total				**16,00,000.00**

New Academic Programme				
S.N.	Programmes cum Activities	Unit	Number	Budget
1	MBS	No.	1	15,00,000.00
2	BBA and BHM	No.	2	30,00.000.00
Total				**45,00,000.00**

Infrastructure Development

S.N.	Programmes cum Activities	Unit	Number	Budget
1.	Construction of a modern classroom building	No.	1	4,00,00,000
2.	Construction of girls hostel	No.	1	1,50,00,000
3.	Construction of a separate administrative building including library	No.	1	1,50,00,000
4.	Construction of badminton court	No.	1	5,00,000
5.	Construction of a staff residential building	No.	1	1,50,00,000
Total				**8,55,00,000**

Estimated Budget Contribution from Stakeholders					
SN	Programme Heading	Total Estimated Budget	Campus	UGC	GOs, INGOs and Others
1	Academic Programmes	85,50,000.00	25,00,000	50,50,000	10,00,000
2	Administrative Reform Programme	24,00,000.00	5,00,000	19,00,000	
3	Student Mobilization Package	90,50,000.00	25,00,000	50,50,000	15,00,000
4	Research & Development Plan	30,50,000.00	20,00,000	10,00,000	50,000
5	Resource Mobilization & Economic Sustainability	16,00,000	10,00,000	6,00,000	
	New Academic Programme	45,00,000	15,00,000	5,00,000	25,00,000
6	Infrastructure Development	8,55,00,000	3,55,00,000	2,00,00,000	3,00,00,000
Total		**11,46,50,000**	**4,54,00,000**	**3,42,00,000**	**3,50,50,000**

Operational Calendar													
S.N.	**Programs cum Activities**	**Feb**	**Mar**	**Apr**	**Mar**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**	**Nov**	**Dec**	**Jan**
1	Organization of Seminar/ Workshop/ Orientation												
2	Support for teacher/ Staff to further studies												
3	Supply laptop computers with ICT training to faculties and staff												
4	Exposure visit to the renowned universities/colleges(National & International)												
5	Research Activities												
6	Classroom management with ICT tools												
7	Monitoring and Feedback mechanism on teaching learning activities by class observation												
8	Purchase of reference books and e-books												
9	CC Camera management												
10	Faculty Development plan-Training & excursion												
11	Computer Training package for non teaching												
12	Library training for library staff												
13	Capacity development training on administrative record keeping, collection and analysis visit different institutions												
14	Regular review meeting/ workshop												
15	Establishment and proper management of E-library												
16	Regular updating the information of campus in website												
17	Research workshop and training												
18	Publication of peer review journal, annual report and IQAC audit report												

19	Tracer Study of graduate students												
20	Survey the students' satisfaction level												
21	Join students and teachers in TU Centre library for e-resources												
22	Consultant services to different organizations												
24	Scholarship												
25	Student counseling and placement												
26	Special class for needy students												
27	Health Service												
28	Orientation about campus services												
29	Computer training to students												
30	Organization of extracurricular activities												
31	Excursion and Field												
32	Training on the use of information technology												
33	Interaction with experts and employers												
34	Workshop to identify the permanent earning												
35	Coordination with various GOs and INGOs for financial support												
36	Development of land use plan												
37	Access analysis on natural resources and public resources												
38	Construction of modern classroom building												
39	Construction of girls hostel												
40	Construction of a separate administrative building including library												
41	Construction of badminton court												
42	Construction of a staff residential building												

Expected Change

- Student pass rate & enrolment will be increased by 7%.
- There will be adequate ICT in the campus.
- Sound academic environment will be created in campus.
- Student quota will be fixed for each class.
- Logbooks and students attendance register will be maintained.
- Monthly progress sharing system will be functional
- The campus will be governed from its annual academic calendar.
- All record will be computerized.
- Regular communication with student's guardians will be developed through effective means.
- Campus will be eligible to get QAA certificate by UGC for its sustainable.
- The campus will be established a center for higher education and research center.

Base Line Information

Student Enrolment for the Last Three Year

Bachelor Level (Annual System)

Academic Year	BBS				B. Ed.				B.A.			Total
Year	I	II	III	IV	I	II	III	IV	I	II	III	
2074/075	79	87	132	51	73	121	125		1	2	4	675
2075/076	34	49	42	37	82	52	66	55	5	2	1	425
2076/077	79	34	46	30	105	80	50	58	0	5	1	488
2077/078	61	79	34	46	95	105	80	50	2	0	5	557

Master Level (Semester System)

Academic Year	M.Ed.			M.A.			MBS			Total
	l	II	III	l	II	III				
2073/074	1	10		5	13					29
074/075	0	5		0	20					25
2075/076	21	0		26	16					63
2076/077	15	17	0	24	19	0				75
2077/078		15	17		24	19				75

Income and Expenditures(2074/075)

Incomes	Amounts	Expenditures	Amounts
Student Income	16662485	Operating Expenses	12505599.35
Fund Received from UGC		Books Purchase	259108.74
Regular	848850	Building	2621274.94
Performance	780425	Furniture Purchase	874285.05
Matching	1509781.25	Other cons. ,Repair & maintenance	2242873.32
District Development Committee	0	Bank com & Tax	9503.86
Municipality Donation	0	Educational materials/Machinery	509500.00
Donation From.....Choice	0	QAA	65785.00
HSEB Exam Conduction support	147530	Scholarship	152100.00
Life membership	185000	Educational Tour	411650.00
LCC Besishahar unit	100000	Financial aid to FSU	110725.00
from Account Close		Teacher Staff Welfare fund	848850
Advance cleared	1104199.46		

Income from other a) From Interest on Capital b) other Income 91706	281807.76		
Deficit		Surplus	1008823.21
Total Income	21620078.47	Total Expenditure	21620078.47

Income and Expenditures (2075/076)

Incomes	**Amounts**	**Expenditures**	**Amounts**
Student Income	15206599.45	Operating Expenses	13428799.74
Total Fund Received	3600395.01	Books Purchase	389541.39
Canteen on Rent	15000	Building Construction	1897092.31
Bank Interest	186896.*23*	Furniture Purchase	702494.05
Tender Form sold	3000	Other cons. ,Repair & maintenance	348133.58
Miscellaneous Income	140803	Bank com & Tax	8306.81
		Educational materials/Machinery	
		QAA	206710
		Scholarship	287500
Life membership	90000	Educational Tour	448170
		Financial aid to FSU	138785
		Teacher Staff Welfare fund	945000
Income from other a) From Interest on Capital b) Other Income c) Bank interest	190101.76		
Deficit		Surplus	442160.81
Total Income	**19242693.69**	**Total Expenditure**	**19242693.69**

Income and Expenditures (2076/077)

Incomes	Amounts	Expenditures	Amounts
Student Income	12524389	Operating Expenses	13143123.08
Total UGC Fund	4488070	Books Purchase	22970
Canteen on Rent	36000	Building Construction	286863.54
Bank Interest	186896.23	Furniture Purchase	624000
Tender Form sold	3000	Other cons. ,Repair & maintenance	758680.67
Miscellaneous Income	495000	Bank com & Tax	555052.34
Municipality Support	472805	Educational materials/Machinery	103000
Community Support	86000	QAA	126870.73
		Scholarship	0
Life membership	0	Educational Tour	203590
		Financial aid to FSU	54996
		Teacher Staff Welfare fund	1878208.92
Income from other a) From Interest on Capital b) Other Income c) Bank interest	136172.82		
Deficit		Surplus	670977.77
Total Income	**18428333.05**	**Total Expenditure**	**18428333.05**

Targets and Evaluation Scheme

S. N.	Evaluation indicators	Baseline 2075/076	Actual 2076/077	Actual 2077/0788	Target 2078/079
1	Student enrolment (Total Students)	488	563	632	700
2	Pass Percentage in total	9.22	12	15	18
3	No. of teaching staff	25	28	20	22
4	No. of programs	5	5	5	6
5	Capital formation				
6	Per student Average fee (annual)	750	800	800	800
7	Per Student grants and Scholarship	6000	6500	6500	6500

Student Enrollment

Bachelor and Master Level Student Enrollment - 2075/076																	
Program	**1st Year**				**2nd Year**				**3rd Year**				**4rd Year**				**Grand Total**
	Total	**Girls**	**EDJ**	**Dalits**	**Total**	**Girls**	**EDJ**	**Dalits**	**Total**	**Girls**	**EDJ**	**Dalits**	**Total**	**Girls**	**EDJ**	**Dalits**	
B.Ed.	82	76	39	12	52	49	22	7	66	59	31	5	55	46	19	12	255
B.B.S.	34	23	22	1	49	40	30	1	42	27	25	2	37	28	17	3	162
B.A.	5	3	2	0	2	0	1	0	1	0	1	0	0	0	0	0	8
M.A.	26	7	12	1	16	6	4	2	0	0	0	0	0	0	0	0	42
M.Ed	21	12	5	2	0	0	0	0	0	0	0	0	0	0	0	0	21
Total	168	121	80	16	119	89	57	10	109	86	57	7	92	74	36	15	488

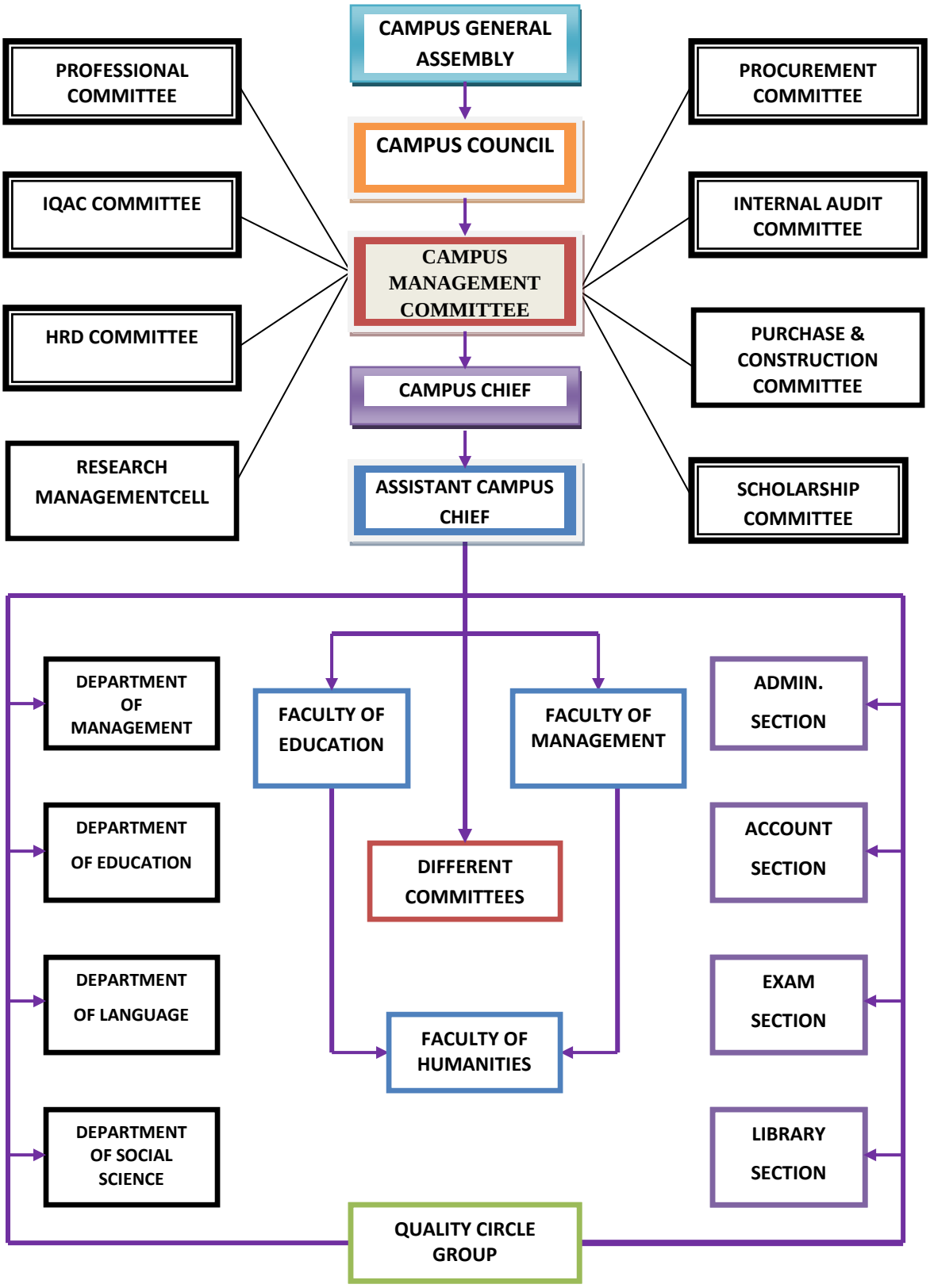
Bachelor and Master Level Student Enrollment - 2076/077																	
Program	**1st Year**				**2nd Year**				**3rd Year**				**4rd Year**				**Grand Total**
	Total	**Girls**	**EDJ**	**Dalits**	**Total**	**Girls**	**EDJ**	**Dalits**	**Total**	**Girls**	**EDJ**	**Dalits**	**Total**	**Girls**	**EDJ**	**Dalits**	
B.Ed.	105	86	53	15	80	73	40	10	50	47	22	6	58	51	29	4	293
B.B.S.	79	53	40	8	34	24	22	1	46	36	28	1	30	18	17	2	189
B.A.	0	0	0	0	5	2	2	1	1	0	0	1	0	0	0	0	6
M.A.	24	8		2	19	3	8	1	0	0	0	0	0	0	0	0	43
M.Ed	15	9	8	0	17	8	5	1	0	0	0	0	0	0	0	0	32
Total	223	156	101	25	155	110	77	14	97	83	50	8	88	69	46	6	563

Bachelor and Master Level Student Enrollment – 2077/78																	
Program	**1st Year**				**2nd Year**				**3rd Year**				**4rd Year**				**Grand Total**
	Total	**Girls**	**EDJ**	**Dalits**	**Total**	**Girls**	**EDJ**	**Dalits**	**Total**	**Girls**	**EDJ**	**Dalits**	**Total**	**Girls**	**EDJ**	**Dalits**	
B.Ed.	95	83	54	12	105	86	53	15	80	73	40	10	50	47	22	6	330
B.B.S.	61	40	32	8	79	53	40	8	34	24	22	1	46	36	28	1	220
B.A.	2	0	0	1	0	0	0	0	5	2	2	1	0	0	0	0	7
M.A.	0	0	0	0	24	8	7	2	19	3	8	1	0	0	0	0	43
M.Ed	0	0	0	0	15	9	8	0	17	8	5	1	0	0	0	0	32
Total	158	123	86	21	223	156	108	25	155	110	77	14	96	83	50	7	632

Annex 1: Members of Internal Quality Assurance Circle (IQAC)

S.No.	Name	Designation
1	HariBabuThapa, Campus Chief	Coordinator
2	SuvashPoudel,Vice Chairman of CMC	Member
3	Brish Raj Gurung, Member of CMC	Member
4	ShaligramAdhikari, Chairman, Prof. Association. MMC	Member
5	Binod Neupane, SAT/RMC Coordinator	Member
6	BhupatiWagle Chairman, Chairperson, PTA	Member
7	Raj Kumar Rawal, Head, Faculty of Management	Member
8	ArjunSuyal, Head, Faculty of Humanities	Member
9	Narayan Bahadur Ghimire, Student Representative	Member
10	DambarBahadur Ale, Administrative Head	Member Secretary

Annex 2: Organizational Structure of Marsyangdi Multiple Campus



Annex 3: Self-Appraisal forms for Faculties

Tribhuvan University

Marsyangdi Multiple Campus

Self- Appraisal of Teaching Faculty

(The details are required from 2020-2021)

Section A: Personal profile

1. Name	
2. Age	
3. Address	
4. Designation	
5. E-mail	
6. Contact No.	

7. Qualification (Include bachelor and highest degrees)

Degree	University	Year

8. Details of Additional Training/ Faculty Improvement/ Further Study undergone

Period		Nature of Programme	Institution	Remarks
From	To			

9. **Date of joining the campus:**

10. Furnish the following information on the courses you taught and the result last academic year.
    Academic year:

S.N	Level	Course	Exam appeared	Pass	%	Remarks

11. Rate your performance using the given scale 0 1 2 34 5

0- Unable to judge.

1- Needs improvement in performance.

2- Meets expected performance criteria marginally.
3- Meets expected performance criteria and has documented evidence of productivity.
4- Exceeds performance criteria frequently and has documented evidence of productively.
5- Exceeds expected performance criteria consistently and has documented evidence of productivity.

1	I state the course objectives and grading / evaluation procedures clearly in each class.	
2	I prepare well-planned and organized presentations for each class.	
3	I am confident of my comprehensive knowledge and mastery of the subject matter of each course that I teach.	
4	I encourage critical thinking and analysis in my classes on a regular basis to enhancing their academic success.	
5	I am respectful to students at all times demonstrating acceptance of diverse view points and beliefs or opinions different from my own.	
6	I speak and write clearly in all educational setting and activities setting.	
7	I work cooperatively and effectively with departmental colleagues	
8	I work cooperatively and effectively with administration and staff.	
9	I participate actively in discussion with colleagues about course content, various teaching methods, and other appropriate academic and professional matters.	
10	I apply ideas creatively from current research and scholarship to teaching to academic endeavors, and to professional duties.	
11	I maintain timely and accurate records on student performance and others kinds of required evaluation criteria set forth by the campus , the department, accreditation agencies, etc	
12	I engage in professional development activities that contribute to professional growth and improvement (e.g. travel for research, workshops, conferences, seminars, artistic presentations, etc .	
13	I present scholarly papers and products of research at local, state, and national meeting.	
14	I demonstrate research skills by writing grants proposals and/ or writing for publication.	
15	I serve actively as a resource person/ participants for community organizations, etc	
16	I am dedicated to teaching profession and strictly follow the code of conduct.	
17	I am punctual in my class and other time regulation.	
18	I am aware and responsible to maintain quality in my efforts.	
19	I use wide range of teaching methodology and resources.	
20	I engage students actively in my class.	
21	I use ICT in my teaching.	
22	I am satisfied with my professional development activities.	
23	I make teaching plans and complete course with in the required time.	
24	Besides teaching, I perform various responsibilities assigned to me.	

Section B:

Category 1: Teaching, Learning and Evaluation Related Activities

S.N.	Nature of Activity	Maximum Score		
Category 1 (A)	**Essential**	**API Score allotted**	**Self-appraisal Score**	**Verified API Score**
	Lectures taken as percentage of lectures allocated (100% compliance = 20 points) Total number of lectures allocated:	20		

	Number of lectures taken:			
	Lectures or other teaching duties in excess of UGC norms per week (1 hour excess per week: one point)	10		
	Conduct workshops, seminars, orientation class, as per the requirements of the course: 2 point for each event.	10		
	Training courses or workshops in research methodology/project based learning/ICT in education/accounting and book keeping/computer assisted teaching, etc. (5 point for each)	10		
	Use of Innovative teaching learning methodologies with ICT; project based learning; participatory learning, No of remedial classes/bridge courses and counseling modules developed and imparted (Each activity: 5 points)10	10		
	Campus/University examination duties for internal assessment, coordination, question paper setting and evaluation of answer scripts, invigilation, etc. as per duties allotted (100% compliance = 10 points)	10		
Category II: Co-curricular, Extension and Profession Related Activities				
Category II (A)	**Co-curricular, Extension Activities**	**API Score allotted**	**Self-appraisal Score**	**Verified API Score**
	Institutional Co-curricular activities for students such as field studies/educational tours, industry-implant training and placement activity. a) Number of Field studies / Educational tour : (5 points each) b) Number of Industry – implant training : (5 points each) c) Number of Placement activity : (5 points each)	10		
	Number of Students and Staff Related Socio-Cultural and Sports Programmes (intra/inter-departmental and inter-collegiate) a) Intra departmental : (1 point each) b) Inter department : (2 points each) c) Inter college : (3 points each)	05		
Category II (B): Professional-Related Contribution				
	Institutional Governance responsibilities like, Vice Principal, Faculty Head, IQAC coordinator and coordinator of any other institutional committees : 3 points each Member of each committee: 2 point each	10		
	Participation in short term training courses less than one week duration in educational technology, curriculum development, professional development, Examination reforms, Institutional governance (Each activity: 5 points)	05		
Category- III: Research and Related Contributions				
	Research papers (in related area/subject) published in recognized and reputable journals and periodicals, having ISBN/ ISSN numbers	10		
	Papers in Conferences/ Seminars/ Workshops/Symposia to deliver lectures and/or Chair Sessions (10 point in international and 5 point in national or local level conference/seminar/ workshop)	10		
	Research methodology training/workshop/conference (one training/workshop/conference/seminar = 5 point)	05		
	Mini research/Faculty research: 10 point each	10		
	Research report supervise: 5 point for master thesis and 2 point for each bachelor report supervise	10		

Performed roles as an expert in various institutions				
	Expert in international or national level training/workshop/seminar/evaluation programme: 10 point each Expert in province/district or local level training/workshop/seminar/evaluation programme: 5 point each	10		
Awards/Honours/Recognition/Fellowship titles/Research degree				
	International Awards/Honours/Recognition/Fellowship titles: 10 point each National or local level Awards/Honours/Recognition/Fellowship titles: 5 point each	10		
	M.Phil or Ph. D. Degree award from recognized national or international university	10		

Signature of the faculty with
Designation, Place & Date

Chief/Principal

Forwarded by:
Signature of HOF/
Campus

Tribhuvan University

Marsyangdi Multiple Campus

Faculty Peer Appraisal Form

(The details are required from 2020-2021)

Name of Faculty: Designation:

Department:

Rate your peer's performance using the given scale 4 3 2 1 0

6- Unable to judge.

7- Needs improvement in performance.

8- Meets expected performance criteria marginally.

9- Meets expected performance criteria and has documented evidence of productivity.

10- Exceeds performance criteria frequently and has documented evidence of productively.

My Peer Faculty		4	3	2	1	0
1.	Exhibits the mastery of the content					
2.	Uses relevant materials to the syllabus and goals of the course					
3.	Develops good rapport with students and teachers					
4.	Presents divergent viewpoints when appropriate					
5.	Well prepares for classroom instruction					
6.	Uses appropriate and effective method of teaching					
7.	Uses problem-solving skills where appropriate					
8.	Indicates relationship between current class and previous class					
9.	Organizes learning situation so as to meet the desired goals					
10.	Provides clear, concise examples, illustrations, graphics, problems or exercises, as appropriate					
11.	Encourages students' participation and critical thinking					
12.	Allows time for questions and discussion in classroom					
13.	Stimulates students to critical thinking or analysis					
14.	Responds fairly to students					
15.	Encourages intellectual growth of students					
16.	Respects for the diversity of students in the classroom					
17.	Participates actively in discussion with colleagues about course content, various teaching methods, and other appropriate academic and professional matters					
18.	Engages in professional development activities					
19.	Demonstrates research skills by writing scholarly papers and products of research at local, state, and national setting					
20.	Present class with ICT					
21.	Dedicated on profession					
22.	Prepares teaching plan and completes course with in required time					
23.	Maintains punctuality					

Name of Appraising Peer Faculty:

Designation:

Signature:

Tribhuvan University

Marsyangdi Multiple Campus

Faculty Performance Appraisal Form

(The details are required from 2020-2021)

Name of the Faculty: _____ Date: _____

Designation : _____

Subject Specialization: _____

Name of the Courses taught during the year:

Rating Key:

4 - Very good

3 - Good

2 - Average

1 - Below average

0 - Unsatisfactory

S. No.	Faculty's Skill/attribute	Rating
1.	Communicational clarity	
2.	Listing of clear, realistic objectives attainable by students	
3.	Teacher-student interaction that makes the lesson interesting to students	
4.	Appropriate eliciting strategies based on students' experiences	
5.	Usage of whole class demos with teaching aids	
6.	Use of group activities (with clear expectations)	
7.	Explanation of lesson concepts by using contextually relevant and concrete teaching learning materials (If not possible, use of multimedia teaching aids)	
8.	Maintenance of Classroom discipline	
9.	Effective preparation and implementation of teaching plan	
11.	Effectiveness assignment	
12.	Remedial class	
14.	Gender equity in all classroom processes	
15.	Being sensitive to students' cognitive and emotional needs	
16.	Teaching load and regularity in taking class	
17.	Research guidance to students	
19.	Participation in seminars/ workshops, special lectures	
20.	Publication in Journals	
22.	Ability to inspire and motivate	
23.	Interpersonal relations and team work	
24.	Completion of departmental, and campus responsibilities assigned to him/her	
25.	Engages in professional development activities	

Total Score: _____

Strong points about the faculty:

Issues that require improvement:

Suggestions for improvement:

Appraised by:

Designation:

Signature:

Marsyangdi Multiple Campus Besisahar, Lamjung 2047

Tribhuvan University

Marsyangdi Multiple Campus

Student Appraisal Form for Faculty

(The details are required from 2020-2021)

This student appraisal for teaching faculty is part of our regular effort to maintain quality instruction. Our faculty uses your responses to these questions to become better teachers. We take your answers seriously, and we hope you will also take them seriously. Please write comments toexplainyourscores.Ifyouhavequestionsaboutthisformortheappraisalprocedure,pleaseas kthepersongivingthisappraisal form.

Youranswersareanonymous;allcommentsaretypedbeforebeingshowntofaculty.Complet ingthissurveywillnotaffect yourcoursegrade.Thankyouforparticipatinginthisevaluation.

On a scale of 1 to 5, please evaluate your teacher:

5	**4**	**3**	**2**	**1**	**NA**
Always	**Often**	**Sometimes**	**Rarely**	**Never**	**"Not Applicable" (I can't answer)**

My teacher		**5**	**4**	**3**	**2**	**1**	**NA**	**Comments**
1.	Begins and ends our class on time.							
2.	Is well-prepared for class.							
3.	Is organized and teaches clearly.							
4.	Checks during class to see if students understand the material.							
5.	Encourages students to ask questions and participate.							
6.	Answers questions clearly.							
7.	Knows the subject matter of this course.							
8.	Shows interest in the material that we are studying.							
9.	Encourages me to think and explore new ideas.							
10.	Tells the class at each meeting what we are going to do and what we are expected to learn.							
11.	Treats all students respectfully.							
12.	Returns my papers, tests, and other work within two weeks of collecting them.							
13.	Responds to my work so I know how I'm doing							

	and what I need to work on.							
14.	Responds to me when I need help outside of class.							
15.	Follows the grading guidelines in our course syllabus and explains my grade if I ask.							
16.	Helps me meet the goals and learning objectives/outcomes of the course.							
17.	Plans class time and assignments that help students to problem solve and think critically							
18.	Encourages students to speak up and be active in the class							
19.	Has clear classroom procedures so students don't waste time							
20.	Listens and understands point of view							

Name of Teaching Faculty: **Observed by:**

Handled Course:

Level:

Year/Class:

Department:

Signature: