

ANNUAL REPORT OF MYAGDI MULTIPLE CAMPUS

**Fiscal Year
2075/076 B.S.**

**Budgeted Fiscal Year
2076/077 B.S.**

To be submitted to Annual Campus Assembly

**By:
Myagdi Multiple Campus
Beni, Myagdi
2048 B.S.**

Kartik, 2076

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Date of Report Endorsement by Campus Management Committee (CMC): 2075/07/20 B.S.

EXECUTIVE SUMMARY

Myagdi Multiple Campus (MMC) has been one of community campuses located in Myagdi district. This present report has been prepared on the basis of the format provided by UGC. The report particularly looks upon the enrolment ratio and pass out rate of the students comparing the last three years. The major objective of this study is to see the present position of the campus academically, physically and financially. Under the academic progress the report focuses on enrolment trend analysis of the last three years disaggregated by female and educationally disadvantaged students. It also presents the pass rate trend analysis of the last three years disaggregated by female and educationally disadvantaged and *Dalit* students.

Similarly, under infrastructure development the report deals upon the provision and management of external infrastructure, educational aids, equipment, books, journals, reference materials and furniture. In the next section the report analyzes the financial progress of the campus of last three years focusing on financial resources such as self-generated income, different grants and income from other sources. The expenditure is shown especially on the basis of recurrent expenses like salary and the capital expenditure such as infrastructure development and equipment. In the preceding sections the report talks about the social relation of the campus for its overall institutional development. Further, the challenges (short and long term) and the way of mitigating them also have been presented. In the final part annual work plan and budget of the current fiscal year (as per the Strategic Plan) is pointed out.

Table of Contents

<i>Report Preparation Team</i>	<i>I</i>
<i>Executive Summary</i>	<i>II</i>
1. Background	1
2. Academic Progress	1
2.1 Enrollment Trend Analysis of Last three years	2
2.2 Pass Rate Trend of the Students	4
2.3 Graduate Trend of the Students	6
2.4 Programs	6
2.5 Pedagogy	6
3. Physical Progress	6
3.1 Educational Aids	7
4. Financial Progress	7
4.1 Status of Incomes	8
4.2 Status of Expenditures	9
4.3 Issues and Steps Taken to Mitigate the Issues Raised by Audit.....	9
5. Social Progress	10
5.1 Campus's Involvements in Social Activities	
5.2. Society's Contributions for Camp	
5.2 Plan for Campus's Contribution to Society	10
5.3 Plan for Increased Involvement of Society in the Campus	10
6. Issues and Challenges	10
6.1 Short Term	10
6.2 Long Term	11
7. Mitigation Measures Taken to Address the Issues and Meet the Challenges	11
8. Plan for Addressing the Issues and Challenges	11
9. Annual Work Plan of the Current Fiscal Year	12

1. Background:

Myagdi Multiple Campus (MMC) is a community campus established in 2048 B.S (1996 A.D.) After its establishment, the campus has been managing the required resources for its physical as well as academic development. Its sole aim is to ensure quality education to produce quality manpower to address the need of the society. The major source of income of the campus is students' fees. It is affiliated to Tribhuvan University. The campus has run Bachelor's Degree under the faculties of Humanities and Social Sciences (2001), Management (2006) and Education (2007). It has been running Master of Business studies program in semester system since 2018. The campus has covered the students of entire Myagdi district and the northern parts of Parbat and Baglung districts. The campus has made a significant contribution in the periods of nearly three decades trying to impart the quality education especially to the students from lower and lower middle class communities.

Apart from the students' fees, the regular and performance based grants of the University Grants Commission (UGC) are another major economic sources of the campus. At present, there are 580 students studying in graduate and master levels, out of which 405 are females and 175 males (*Pathashala* Software, 14th Nov, 2019). The aggregate graduate passed out ratio is 25.34% (2075 B.S.) The campus has developed its adequate physical infrastructure. It has the Girl's and Boy's Hostels with the capacity of 32 and 18 students respectively. The campus has recently established Research Management Cell, Counseling Section, Lady's Room and Health Care Unit. It has reformed its internal mechanism such as equipping, and strengthening Educational Management Information System (EMIS). There has been connectivity software for sharing the information.

UGC has been one of the most important stakeholders to reinforce the campus to move forward to quality education. The campus has completed the Quality Assurance and Accreditation (QAA) cycle in Aswin, 2076 B.S.

2. Academic Progress:

Academic quality is the first and the foremost priority of this institution. The success of the institution is measured through academic performance, its outputs and outcomes. A part from the existing Campus Constitution- 2052 (Updated), Employee's Regulation-2062, Financial regulation 2063, Scholarship Guideline-2068, Campus Chief Selection Procedure- 2068, Hostel

Guideline, 2070, Library operation guideline- 2070, Election Regulation-2068, the campus has added and implemented other more policies to back support the academia.

Educational and Administrative Procedure -2075, which is the major formal policy to direct for effective administration, has been updated in 2076 merging other separate policies and guidelines (Admission policy, Peer Observation Guideline, Extra Class Guideline, Quality Circle Group Guideline).

- a. CMC Meeting Code of Conduct- 2074.
- b. Employee's Performance Evaluation Guideline- 2075.
- c. Educational Counseling Guideline-2075

These policies and guidelines have made it easier to foster the academic progress of the campus. The campus administration has developed the Comprehensive Operational Annual Plan (COAP). The departments prepare the Academic calendars on the basis of which the teachers prepare yearly work plan before they start to teach the prescribed syllabus. The teachers involve in different academic activities such as studying books, writing articles, involving in academic discourse and supporting students at the leisure time and involve in research, consultancy and extension activities. The quality circle group reports the administration about the teacher's timing and other classroom activities monthly.

2.1 Enrollment Trend Analysis of Last three years

The overall enrollment of the students in the last three years is as follows:

Student Enrollment in the Academic year 2074/075

Table 2.1

Program	I Year/Sem	II Year	III Year	IV Year	Total
B.A.	38	14	16	-	68
B.B.S.	168	127	73	57	425
B.Ed.	49	48	53	-	150
MBS	36	-	-	-	36
Total	291	189	142	57	679

Student Enrollment in Academic year 2075/076

Table 2.2

Program	I Year/Sem	II Year	III Year/Sem	IV Year	Total
B.A.	43	23	11	--	77
B.B.S.	83	92	68	60	303
B.Ed.	60	28	38	42	168
MBS	31	--	21	--	52
Total	217	143	138	102	600

Student Enrollment in Academic year 2076/077

Table 2.3

Program	I Year	II Year/Sem	III Year	IV Year/Sem	Total
B.A.	03*	38	23	--	64
B.B.S.	77*	72	96	69	314
B.Ed.	45*	49	28	39	161
MBS**	--	20	--	21	41
Total	125	179	147	129	580

* Admission continuing.

** MBS program runs under semester system.

While analyzing the enrollment trend of last three years, the admission ratio of the students in bachelor level in 2074 is higher than in 2075 B.S.As the campus has completed the QAA cycle and the admission of the first year is going on, it is hoped that the enrollment ratio will be increased.

2.2.Enrollment of Female, EDJ and Dalit Students

Table 2.4

Enrollment of 2074/075

Program	Year	Total	Female	Male	EDJ	Dalit*
BBS	I	133	98	35	11	11
	II	127	82	45	10	10
	III	99	22	77	2	2
	IV	57	47	10	4	4
	TOTAL	416	249	167	27	27
B.ED	I	35	34	1	7	7
	II	64	54	10	8	8
	III	60	46	14	10	10
	TOTAL	159	134	25	25	25
BA	I	25	19	6	4	4
	II	20	11	9	8	8
	III	17	9	8	-	-
	TOTAL	62	39	23	12	12
MBS	I Sem.	36	15	21	0	0
Grand Total		673	437	236	64	64

* According to new classification of UGC, EDJ indicates Dalit. So both columns contain the same data.

Table 2.5
Enrollment of 2075/076

Program	Year	Total	Female	Male	EDJ	Dalit*
BBS	I	44	29	15	3	3
	II	132	90	42	3	3
	III	88	57	31	8	8
	IV	76	53	23	0	0
	TOTAL	340	229	111	14	14
BED	I	38	9	29	12	12
	II	39	30	9	8	8
	III	47	39	8	3	3
	TOTAL	124	81	46	23	23
BA	I	11	6	5	2	2
	II	30	19	11	7	7
	III	17	9	8	3	3
	TOTAL	58	34	24	12	12
MBS	II Sem.	21	13	8	0	0
Grand Total		543	354	189	49	49

Table 2.6
Enrollment of 2076/077

Program	Year	Total	Female	Male	EDJ	Dalit
BBS	I	77	55	22	9	6
	II	72	48	24	12	5
	III	96	70	26	17	10
	IV	69	47	22	9	8
	TOTAL	314	220	94	47	29
	I	45	38	7	10	1
	II	49	36	13	6	14

2.2 Pass Rate Trend of the Students

Table 2.7
Status of passed Students in 2073

Year	BBS					B.ED					BA				
	Passed Students					Passed Students					Passed Students				
	EA	F	EDJ	D	T	EA	F	EDJ	D	T	EA	F	EDJ	D	T
I	147	4	1	-	11	80	3	2	1	10	28	1	1	-	4
II	76	8	2	-	14	76	1 3	6	-	16	11	4	4	2	8
III	92	27	7	-	34	73	1 1	4	2	17	10	4	1	1	8

Table 2.8
Status of passed Students in 2074

Year	BBS					B.ED					BA				
	Passed Students					Passed Students					Passed Students				
	EA	F	EDJ	D	T	EA	F	EDJ	D	T	EA	F	EDJ	D	T
I	133	16	4	-	20	96	-	1	-	1	15	2	-	-	2
II	106	15	7	-	22	106	10	6	4	20	13	-	1	-	1
III	70	13	5	-	18	93	2	2	1	5	20	4	3	2	9
IV	76	32	15	-	42	-	-	-	-	-	-	-	-	-	-

Table No. 2.9
Status of Passed Students in 2075

Year	BBS					B.ED					BA					G. Total
	Passed Students					Passed Students					Passed Students					
	EA	F	E D J	D	T	EA	F	E D J	D	T	EA	F	E D J	D	T	
I	123	10	2	2	17	37	6	-	-	6	28	8	1	1	9	188
II	86	5	-	-	11	49	2	-	-	2	15	2	1	1	3	150
III	71	15	-	-	23	49	8	2	2	11	16	4	-	-	11	136
IV	60	22	-	-	30	42	16	3	3	23	-	-	-	-	-	102
Total	340	52	2	2	81	177	32	5	5	42	59	14	2	2	23	146/576
Pass %	100	-	-	-	23.9	100	-	-	-	23.7	100	-	-	-	39.0	25.34

The above table shows that total pass percentages of the campus in the academic year 2075 is 25.34%. The pass percentage of the campus has increased by about 4% in comparison to the pass percentage of year 2074.

Table No. 2.10
Status of Passed Students in 2075

Semester	MBS				
	Passed Students				
	EA	F	EDJ	D	T
First	21	4	-	-	8
Second	20	4	-	-	5

2.3 Graduate Trend Analysis of the Last Three Years

Table No. 2.12

Year Wise Graduated Students

Program	Year (A.D.)												
	2016				2017				2018				
	Total	F	EDJ	D	Total	F	EDJ	D	Total	F	EDJ	D*	M
BBS	16	12	1	1	48	35	0	0	31	20	--	--	11
B.ED.	37	26	7	7	48	36	5	5	29	22	6	6	7
BA	7	3	1	1	4	0	0	0	15	7	1	1	8
Total	60	41	9	9	100	71	5	5	75	49	7	7	26

The reason behind the low numbers of graduates in the year 2018 is due to the gap of B. Ed III and the result of B. Ed IV year has just been published.

2.4 Programs:

The campus has run B.A, BBS and B.Ed programs in bachelor level. It has run master's degree in Business Studies (MBS) since 2018 A.D.

2.5.Educational Pedagogy:

The pedagogical method has been generally the usual one such as lecture, demonstration, class presentation, discussion, field visit, project work, group work, orientation, seminar, library study, PowerPoint presentation and online teaching. The campus has allocated enough budgets for the promotion of research based teaching organizing research training to the faculties for more effective pedagogy.

3. Physical Progress:

The history of the campus is closely connected to the then Prakash High School (PHS) (Now Prakash Secondary School, Beni). After being affiliated to Tribhuvan University in 2048, the classes were started in the PHS classrooms. The campus managed its own buildings in 2052 after the social activists managed to provide the legacy of 45 Ropnies of land in the name of the campus (It was the unoccupied land of Guthi). Two new buildings were constructed, after that the campus has been continually adding the physical infrastructure. Table no 3.1 depicts the current physical situation and existing assets of the campus

Table 3.1.
Infrastructure Development:

Infrastructure's Name	Details/Quantity
Buildings and Rooms	<p>11 RCC Buildings</p> <ul style="list-style-type: none"> • 27 Class Rooms & 14 Others Rooms • 2 Staff Quarter (Teacher and Guard) • 1 Saraswoti Temple • 1 Canteen Building • 1 Library Building • 1 Conference Hall (Capacity: 250 persons)
Furniture and Accessories	<ul style="list-style-type: none"> • 410 sets of desk/bench • 330 chairs (Plain 32, foam 15, Ply 16, Arm 22, Revolving 44, folding 40, Plastic 161) • 46 racks (4 iron, Wooden 42) • 27 Cupboards (Metal 10, Wooden 17)
Computer related equipments	<ul style="list-style-type: none"> • Laptop 7, Desktop- 27 • Multimedia Projectors 4 • Photocopy and Printers 9

Drinking water	<ul style="list-style-type: none">• 10 taps, 2 reservoirs
Toilet facilities	<ul style="list-style-type: none">• 15 separate toilets for girls and boys• 5 toilets for teachers/staff
Hostel facility	<ul style="list-style-type: none">• 2 separate hostels for girls and boys with the capacity of 32 and 18 respectively.

4.1 Status of Incomes

Table No. 4.1
Incomes of the Last Three Years

Particulars	Fiscal Year (B.S.)		
	2073/074	2074/075	2075/076
Self generate Income:	-	-	-
Students' fees	14806450.00	15588915.00	16649272.5
Others	2291425.00	3819282.61	3784386.84
Grants From Government Sources			
UGC's Grants	962750.00	951275.00	1305675
UGC/SSR/ QAA related	156000.00	512597.47	1325000
Matching Grants UGC/ HERP	0.00	821846.66	921846.66
British Gorkha Welfare, Myagdi	300000.00	00	00
Grants form Provence (Gandaki)	00	00	2700000
Education/Religious festival	11991314.00	2867894.00	483101
Grants form Beni Municipality	0.00		476235
Total	30507939.00	24561810.74	27645517

Table 4.1 shows the incomes of the campus during fiscal year from 2073/74 B.S. to 2075/76 B.S. The incomes from students' fees are higher in the FY 2075/76 B.S. than in other fiscal years. The reason for this result is mainly due to changes of the enrollment of the number of students. The other incomes are also affected due to the variability of student number. The grants from UGC in the FY 2075/76 are the highest. The government sources have been provided for infrastructure development. Other incomes except these are negligible.

4.2 Status of Expenditures

Table 4.2
Expenditures of Last Three Years

Particulars	F/Y		
	2073/74	2047/075	2075/076
Recurrent Expenses			
Salary	14089759.00	13703217.00	15220420
Office Administrative Exp	4450123.00	5657935.00	6814640
Depreciation	2386657.10	2530957.44	2953129.06
Total	20926539.10	218921109.44	24988189.06
Capital Expenditure			
Major Infrastructure Dev.	2166530.00	0.00	3105971
Minor Infrastructure Dev.	0.00	894820.00	
Furniture/ Equipment	173000.00	964990.44	1636874
Books	31120.00	1285189.00	93779
Total	2370650.00	1985189.46	4836624

Table No.4.2 shows the expenditures status of last three years of the campus. The regular expenses of the campus such as salaries, office expenses are increasing due to the increment of salary level and inflation.

4.3 Issues and Steps Taken to Mitigate the Issues Raised by Audit Observations in the Last Fiscal Year

The accounting system and methods used by campus is scientific as well as legal compliance as per government rules and regulations. Along with the suggestions of the auditor, the campus has started accounting software 'Pathshasala' for more efficiency and accuracy in accounting.

5.Social Progress:

Public relation, goodwill, image of service, perception of students and guardians towards institution etc. become very important for the successful operation of educational institution. As

a community based and only one multiple campus in Myagdi, MMC is the center of attraction to public. Important qualitative resources acquired by this institution through socially responsible activities are in the following list.

- MMC had been established with the initiation of social activists and educationist and it has maintained this initiation and loyalty by operating itself according to their feeling and ambitions.
- Political parties, local bodies and social workers are interested and are participating for developing the organization.
- Management committee of this institution represents real social structure of this locality. Members of this committee including chairman are local people and aim to operate this institution according to the expectation of this society.
- .Dissemination program of SSR to the civil society leaders and staff.

5.1. Campus's Involvements in Social Activities

Active participation of students, guardians and local community on its operation is an important asset of this institution. The campus therefore, has to be the integral part of the society. For this purpose, campus exposes its active participation in the social activities such as workshops, seminars, rally, interactions organized by different social actors and organizations. The components of the society give formal invitation to participate the programs. Students support at the time of natural disaster and at big social gathering such as, "GaleshorMela" in *Balachurdasi* at Galeshor temple as volunteers. The campus also provides consultancy service such as translating, editing and proofreading the documents etc.

5.2. Society's Contributions for Campus

Alumni Association organized Avocado plantation program, district forest office organized Asoka plantation program within campus premises with the participation of Civil Society. The District Police Office organized Anti-drug abuse awareness program. Bankers, parents, alumni, employers and entrepreneurs actively participated in the different programs organized by the campus to complete the QAA cycle.

5.3. Plan for Campus's Contribution to Society

The major aim of the campus is to provide quality education to the students. The campus is moving forward to this direction. Apart from this, the campus plans to contribute the society by organizing/conducting the following activities:

- Create access to quality higher education to the students.
- Provide services as an educational consultant/councilor.
- Act as a quality human resource supplier to fulfill the need of the time.
- Conduct different awareness programs i.e., importance of sanitation, human rights, nationalism, mutual co-operation and support etc.
- Add other technical/vocational subjects

5.4. Plan for Increasing Involvement of Society in the Campus

- Involvement of the community in important decision making process of the campus i.e. affiliation of new academic program
- Open access of the library to the public.
- Organize discourses on public issues,
- Develop the campus as a reading/academic hub of the locality.
- Organize different community service programs like health camp, blood donation program.
- Activate Alumni Association and Parent Association to play the role of watchdog.

6. Issues and Challenges

6.1. Short Term

- Increasing social network
- Preparing adequate trained human resources
- Managing adequate sustainable sources of income
- Starting currently introduced technical subjects/faculties
- Implementing research based teaching method

6.2 Long Term:

- Challenge of addressing the needs and interests of diverse students/community.
- Challenge of educating students to make them competent enough in ever-changing, advanced and complex world.
- Impact of political instability and changes.
- Difficulty to provide technical and skill-based education.
- Lack of fund to provide full scholarship to the needy students.
- Controlling high dropout ratio.

7. Mitigation Measures Taken to Address the Issues and Meet the Challenges

- Planning and implementing the quality reform plans.
- Regularity in academic and extra-curricular activities.
- Incorporating suggestions from parents, students, politicians, intellectuals and social workers.
- Development and implementation of master plan for strengthening higher education.
- Priority to research works.
- Make plan for sustainable development of the institution.
- Introduction of the market oriented technical subjects,

8. Plan for Addressing the Issues and Challenges

- Raising academic performance of the campus through skill development of teachers and staff.
- Increasing pass percentage.
- Administrative reform: providing capacity building training to administrative staff.
- Improving on institutional memory (records) through effective information management.
- Introduce student support program to attract more students.
- Emphasize on responsibility and accountability.
- Provide additional courses responsible to generate job opportunity.

- Further study program for teaching staff.
- Launching of new programs:
 - Running of master's degree program in Education
 - Information,communication&Technologicaleducation (ICTE) class in B.Ed level.
 - Hotel Management and Tourism in management.
 - Introduce science and technology in bachelor level.

9. Annual Work Plan and budget of the Current t Fiscal Year

The plan has been divided into 6 parts as directed by the campus strategic plan 2016 to 2020. The tables below indicate the annual work plan of the current fiscal year.

**Table 9.1
Academic Programs**

S.N.	Program/activities	Unit	Number	Budget
1	Organization of Seminar/ Workshop/Orientation. (Research training, planning, conceptualization of reform plan, workshop on paradigm shift in teaching learning methodology)	no	4	350000
2	Computer for institutional strengthening	no	3	300000
3	Exposure Visit to the renowned universities/colleges (national).	times	1	700000
4	Develop grievances hearing and settlement mechanism and its functioning.	event	regular	60000
5	A five day's Proposal Writing Training for teaching staff & English language training for teaching (for 20 persons)	event	1	250000

S.N.	Program/activities	Unit	Number	Budget
6	Monitoring and feedback mechanism on teaching learning activities by class observation.(using internal and external expert)	event	regular	50000
7	Website implementation	event	regular	50000
			Total	1760000

Table 9.2

Administrative Programs

S. N.	Programs cum. Activities	Unit	Number	Budget
1	Computer Training package for non-teaching staff (6 persons)	event	1	50000
2	Report writing training to campus chief, assistance campus chief, HODs, Subjects chief & non-teaching staffs. (20 persons)	event	1	60000
3	Seminar to identify the problems of administration and their solution. (2 days workshop using expert)	no	1	100000
4	Package Installation: Library package, account package, administrative package etc.	times	1	250000
5	Library management training for library.	no	2	60000
6	Account package training for account staff.	no	1	25000
7	Filing and documentation training (for 5 personnel)	event	1	75000
8	Capacity development training on administrative record keeping, collection and analysis.(5 person)	event	1	75000
10	Cleanliness, good manners, discipline, moral development training package.	event	1	75000
11	Regular review meeting/workshop. (Management committee, students representatives, staff associations	times	2	10000

	etc..)			
12	Monitoring & Supervision (Monitoring committee)	times	regular	18000
			Total	798000

Table 9.3
Students Mobilization Package

S.N.	Program cum Activities	Unit	Number	Budget
1	Scholarship/awards program. (annual program)	event	regular	800000
2	Student counseling program. (Counseling cell will be functional)	event	regular	50000
3	Placement Service/Student help centre. (A team will be functional)	event	regular	35000
4	Special class for weak students. Tutorial classes to needy students.(annual program)(Partial cost bear by student)	event	regular	75000
5	Orientation about library, class & computer to new students. (annual program)	event	regular	20000
6	Organization of extracurricular activities developing a separate calendar (FSU will manage in coordination with extracurricular committee).	event	regular	250000
7	Computer lab establishment (with 40 computer and furniture)	event	1	2500000
			Total	3730000

Table 9.7**Total Estimated Budget**

S. N.	Programs	Total Estimated Budget
1	Academic Programs	1760000
2	Administrative Reforms	798000
3	Students Mobilization Package	3730000
4	Research and Development Plan	110000
5	Resource Mobilization and Economic Sustainability Plan	40000
6	New Academic Program	300000
7	Infrastructure Development Plan	4700000
	Total	11438000