

NAWAJAGARAN MULTIPLE CAMPUS

MADHYABINDU-7 CHORMARA, NAWALPARASI (EAST)



ANNUAL REPORT

(2077/078)

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Name of campus: Nawajagaran Multiple Campus

Full Address: Madhyabindu-7, Chormara, Nawalparasi (East)

**Location: 44 K.M away from Bharatpur Airport or West from
Midpoint of East West Highway**

Date of Establishment: 2063

Fiscal Year: 2077/078

**Nature of organization: Non Profitable Academic Public
Organization**

Type of organizatio: Community Based

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**Date of Report Endorsement by Campus Management
Committee- 2078/11/30**

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Annex

- Five Years Strategic Planning of Nawajagaran Multiple Campus (Academic Year (2022-2026 A.D)
- Annual Work Plan and Budget of the Current Academic Year (As per the strategic plan) - 2022 A.D.
- Annual Action plan 2022 A.D.

Message from the Chairperson

Nawajagaran Multiple Campus was established in 2063 B.S. with the Motto of Quality Education. During its 15 years glorious tenure, it has grown physically, educationally and socially by promoting the effort of every stake holders in the community. The campus has run graduate level's programs in different faculties comprising many specialized subject option with prime and curative location. Its competent structures, experienced and qualified faculty members are the strength and soul of the campus.

This campus fulfills the educational needs of the students in lower economic class, backward communities such as Dalit, janjati, marginal's, Tharu and Kumal and especially daughter in laws, poor girls have easy access in the campus. This campus has made some special provision for the targeted groups by providing scholarship learning aids, employment opportunity and others.

This campus was developed as a Multiple Campus since its inception by adding different program like B.A, B.ED, and B.B.S. under the affiliation of T.U. Many compulsory subject along with major English, R.D , sociology, Health, Account, Finance and Marketing are running to meet the target of local community.

Although the Campus has many challenges and draw backs. It is trying to avoid these issues with collaborative effort with T.U, UGC, Madhyabindu Municipality, Nawajagaran Model Secondary School and Gandaki Province, Government along with Many Governmental and Non-governmental organizations. Their warm wishes and positive criticism will be a lighting candle to find a new direction of hope and secure future.

I am very thankful to my campus executive committee, Nirman Samiti, Campus Senate, Campus Administration and Lecturers or staff, patronize, Mayor and entire team of Municipality and individuals to put a deep tribute and respect for their valuable services and economic aid and hope to continue for collaborative effort to the stakeholders.

Tulsi Ram Tiwari
Chairperson

Executive summary

This Annual Report (77/78) is designed and prepared on the basis of strategic plan (2022-26) with its Action plan (2078-79) and its different types of activities which are performed, made, designed, and published by the campus within one academic year 2077/2078. This campus has launched various programs such as student enrollment in the campus, Pass Rate Trend Analysis, Graduate Trend Analysis on the basis of year and faculties run in the campus.

In the second and the third chapter Educational Pedagogy, Financial Progress, Three Years Income and Expenditures Ratio are analyzed through chart and graphs. In the 4th and the 5th chapter Audit Report (2077/78) and issue raised by the report and its plan to meet the issue raised by social and financial audit are explained with proper analysis. In the 6th and the 7th chapter the actual condition of Social Progress, Campus Involvement in Social Activities, Suitable Plan to Uplift the Campus by Promoting Social Involvement their issues are raised, answered and solved by collaborative effort of the campus and community. In the 8th chapter we raised the issue of strength, weakness activities and challenges of campus. Their activities are raised in unit 1st.

In unit 2nd five years strategic plan Annual Action plan The Annex Section which is done within one year progress which clearly picturized through photography as on achievement of the campus in the past year .

This report is prepared on the basis of numerous decisions which are made by executive body through unanimous decision and executed by campus administration and formation committee by maintaining various record of the campus. The data from campus record has been tabulated, analyzed scientifically, analytically and coherently. It would be a record for the future to maintain social needs by fulfilling the demand of every stakeholder in the society.

1. BACKGROUND

Nawajagaran Multiple Campus was established in 2007 A.D with the tenor of its 15 years growth in its size program, physical infrastructure and usable capable human resource, It had launched graduate level program in three different faculties, comprising many specialized subject such as English, Health, R.D, sociology, Nepali as an optional subject. It's has the prime location of Madhyabindu Municipality, It's competent and strong infrastructures with peaceful environment experience and qualified faculty members are the sign of strength of campus.

The campus has got an enormous opportunities to develop physical and educational infrastructure of the campus by co-ordination with locality, university grand commission, Madhyabindu Municipality, and Government of Gandaki Province and many others donor Agencies. It has three big buildings blocks, Motorcycle and Cycle stand, Basketball ground, Park, Store House and Canteen along with safety boundary around the campus are the some remarkable physical infrastructure of the campus. It is moving forward to prepare its SSR report to submit for Q.A.A. The application for conducting technical education whether in civil engineering or Agriculture is submitted to the government of Gandaki province. Submitting detail D.P.R For constructing commercial cum educational building in Nagar Bikas kosh, Baneshwor Kathmandu and another building is requested to construct to Kedarnath Baba to prepare at any time, The campus has done its full effort to collect donation from Dhandhanchyal Mahayagna which was organized in 2076 B.S.

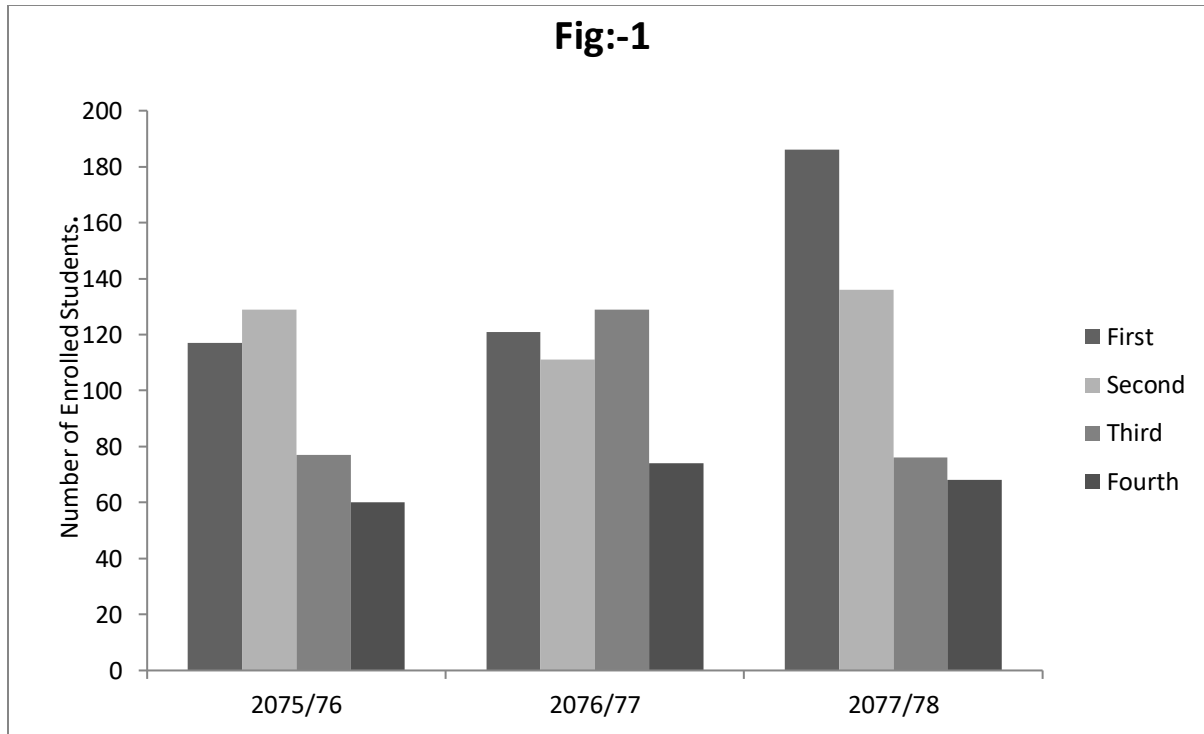
Due to covid 19, its variant Delta and Omicrone frequent lockdown disturb its progress on pass rate and number of student enrollment in different faculties. Most of the students are quitting their classes which help to increase the dropout ratio of the student. The campus has managed some provision for partial and full scholarship to the group of student who are poor and minorities in the society for its betterment, benefit, and prosperity, the campus has managed to prepare its Annual reports every year like other years to keep the record for future. The campus has formulated a statue in consideration with rule and regulation of T.U. It members which suggest to formulate a long term and short term policies to campus administration.

1. Academic progress

This section is presented different trends like enrollment, pass rate graduate in bachelor level in past three years. Comparative study is made and analyzed with the help of bar table diagram and other tools.

Table -1
Enrollment Trend Analysis of Last Three Years

Program Name	Year Wise											
	2075/76				2076/77				2077/78			
	Total	Girls	Edj	Dalit	total	Girls	Edj	Dalit	total	Girls	Edj	Dalit
B.A 1 ST	10	3	7	0	22	13	10	2	38	26	8	-
B.ED 1 ST	60	56	40	4	51	44	31	4	74	57	31	12
B.B.S 1 ST	47	24	22	1	48	33	22	1	74	39	30	3
Sub total	117	40	69	5	121	90	63	7	186	122	61	15
B.A. 2 ND	10	5	4	1	10	6	7	-	19	13	4	-
B.ed. 2 ND	60	14	43	3	60	56	4	-	56	43	25	6
B.B.S 2 ND	59	23	21	1	47	31	22	1	61	35	25	3
Sub total	129	42	68	5	117	93	33	1	136	91	54	9
B.A 3 RD	3	2	1	-	10	8	4	1	9	6	3	-
B.ed 3 RD	42	11	28	3	60	52	43	3	32	28	18	1
B.B.S 3 RD	32	20	10	2	59	37	31	5	35	24	11	1
Sub total	77	33	39	5	129	97	78	9	17	58	32	2
B.A 4 TH	-	-	-	-	-	-	-	-	-	-	-	-
B.ed 4 TH	43	15	24	4	42	41	27	3	39	36	28	2
B.B.S 4 TH	17	13	4	0	32	19	10	2	29	25	15	2
Sub total	60	28	28	4	74	60	37	5	68	61	43	4
Grand Total	383	143	204	19	441	340	211	22	466	332	190	30



The above data shows that the student in 2076/77 is increasing by 17.05 % if we compare it with 2075/76. If we compare the student in 2077/78 with 2076/77. It increases by 6% if we compare the student of first year in 2075/76, 2076/77, It slightly increase by only one percentage. But if it is compare with the student if 2076/77 and 2077/78, it increase by 35% if we compare it in second year student, the student number decrease by 10.25% in 2075/76 to 2076/77but it increased by 16.23% in 2077/78 then the year 2077/78

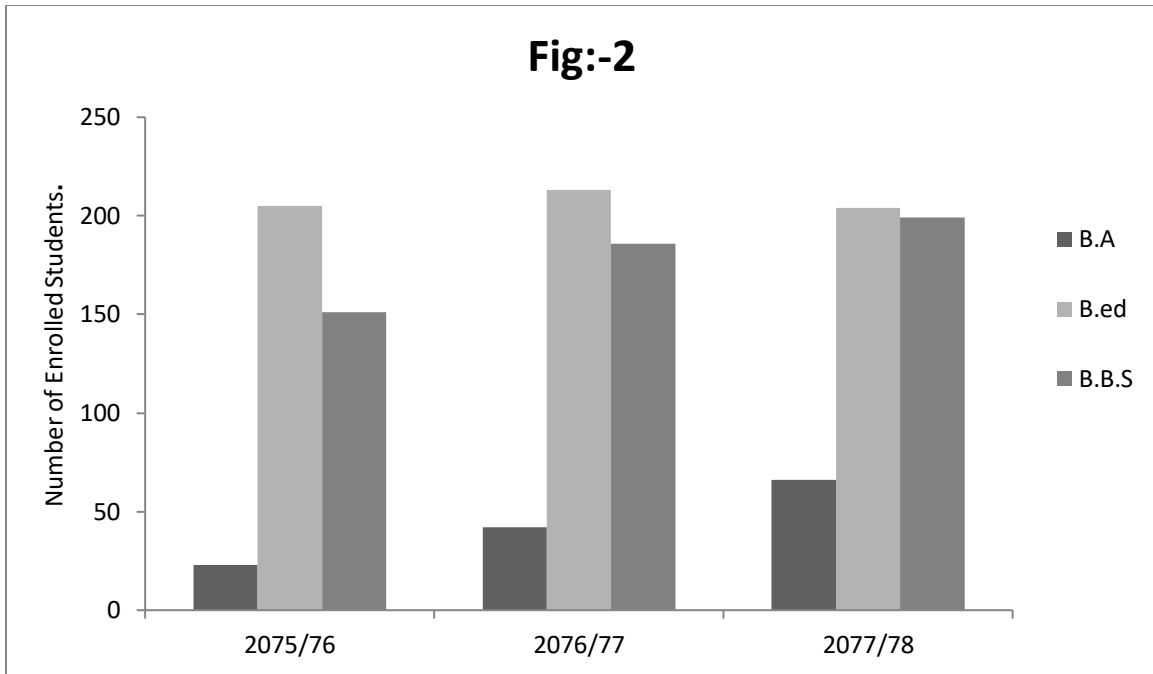
If we compare the student of third year between 2075/76 to 2076/77, it slightly decreases by two percentages but if we compare it with 2077/78 then it slightly increases by two percent. Large number of students are missing their enrollment if we compare it with second year.

If we compare between 2075/76 and 20766/77 for fourth year student in the year 2075/76 and 2076/77, the number has increased by 23.33% but it decrease by 8.82 percentage

In conclusion data shows that the numbers of students are increasing every year still the number is not satisfaction due to high dropout ratio.

Table-2
Enrollment Trend Analysis of last three years

Program Name	Program Wise											
	2075/76				2076/77				2077/78			
	Total	Girls	Edj	Dalit	total	Girls	Edj	Dalit	total	Girls	Edj	Dalit
B.A 1 ST	10	3	7	-	22	13	10	2	38	26	08	-
B.A 2 nd	10	5	4	1	10	6	7	-	19	13	4	-
B.A 3 rd	3	2	1	-	10	8	4	1	9	6	3	-
Sub total	23	10	12	1	42	27	21	3	66	45	15	-
B.ed 1 st	60	16	40	4	51	44	31	4	74	57	31	12
B.ed 2 nd	60	14	43	3	60	56	40	4	56	43	25	6
B.ed 3 rd	40	11	28	3	60	52	43	3	32	28	18	1
B.ed 4 TH	43	16	23	4	42	41	27	4	39	36	28	2
Sub total	205	57	134	14	213	193	141	15	201	164	102	21
B.B.S 1 st	47	24	22	1	48	33	22	-	74	39	30	3
B.B.S 2 nd	55	23	31	1	47	31	22	1	61	35	25	3
B.B.S 3 rd	32	20	10	2	59	37	31	5	35	24	11	1
B.B.S 4 th	17	13	4	-	32	19	10	2	29	25	15	2
Sub total	151	80	67	4	186	120	85	8	199	123	81	9
Grand total	379	147	213	19	441	340	247	26	466	332	198	30



Analysis

The above bar figure shows that the enrolled student in program wise. The highest numbers of student are seen in Education and lowest numbers of student are seen in Humanities. If we compare the student of Humanities between the year 2075/76 and 2076/77, it increased by 82.60% then if you compare it between the year 2076/77 and 2077/78, it increases by 57.14%

If we compare in Education between the year 2075/76 and 2076/77, the enrollment rate has increase in 3.90%. If we compare it between the year 2076/77 and 2077/78, the enrolment rate has decrease by 5.94%.

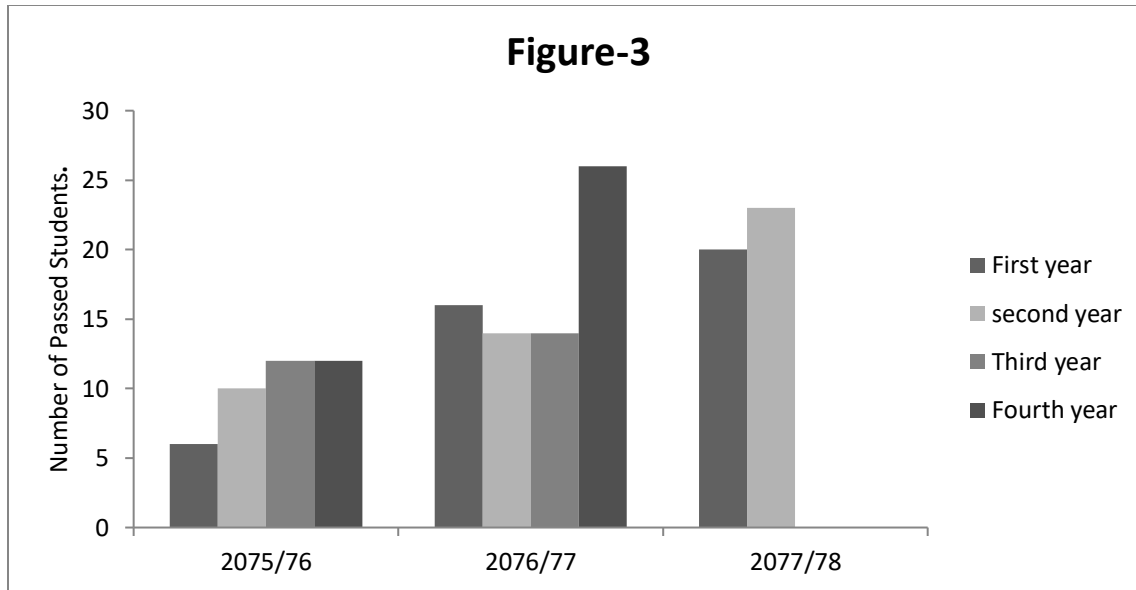
If we compare the program of management between 2075/76 and 2076/77, the enrollment rate has increased by 0.98 percentages.

In conclusion, the enrollment ratio of student in each year is increasing but it is not satisfactory as well.

Table - 3

Pass Rate Trend Analysis of the Last Three Years.

Program Name	Year Wise											
	2075/76				2076/77				2077/78			
	Total	Girls	Edj	Dalit	total	Girls	Edj	Dalit	total	Girls	Edj	Dalit
B.A 1 st	-	-	-	-	5	2	2	-	-	-	-	-
B.ed 1 st	3	1	1	-	4	3	1	-	-	-	-	-
B.B.S 1 st	3	3	1	1	7	4	2	-	-	-	-	-
Sub total	6	4	3	1	16	9	5	-	-	-	-	-
B.A 2 nd	3	2	1	1	5	5	1	1	-	-	-	-
B.ed 2 nd	3	1	-	1	5	5	3	-	-	-	-	-
B.B.S 2 nd	4	1	2	-	4	3	1	1	-	-	-	-
Sub total	10	4	3	2	14	13	5	2	-	-	-	-
B.A. 3 rd	4	2	1	-	1	1	-	-	6	6	-	-
B.ed 3 rd	4	2	1	-	7	7	3	-	11	10	1	-
B.B.S 3 rd	4	2	1	-	6	3	1	-	3	2	1	-
Sub total	12	6	3	-	14	11	4	-	20	18	2	-
B.ed 4 th	4	4	2	-	20	20	11	2	11	11	4	-
B.B.S 4 th	8	4	-	-	6	3	-	-	12	7	5	-
Sub total	12	14	5	-	26	23	11	2	23	18	9	-
Grand total	40	28	14	3	70	45	25	4	43	36	11	



Analysis

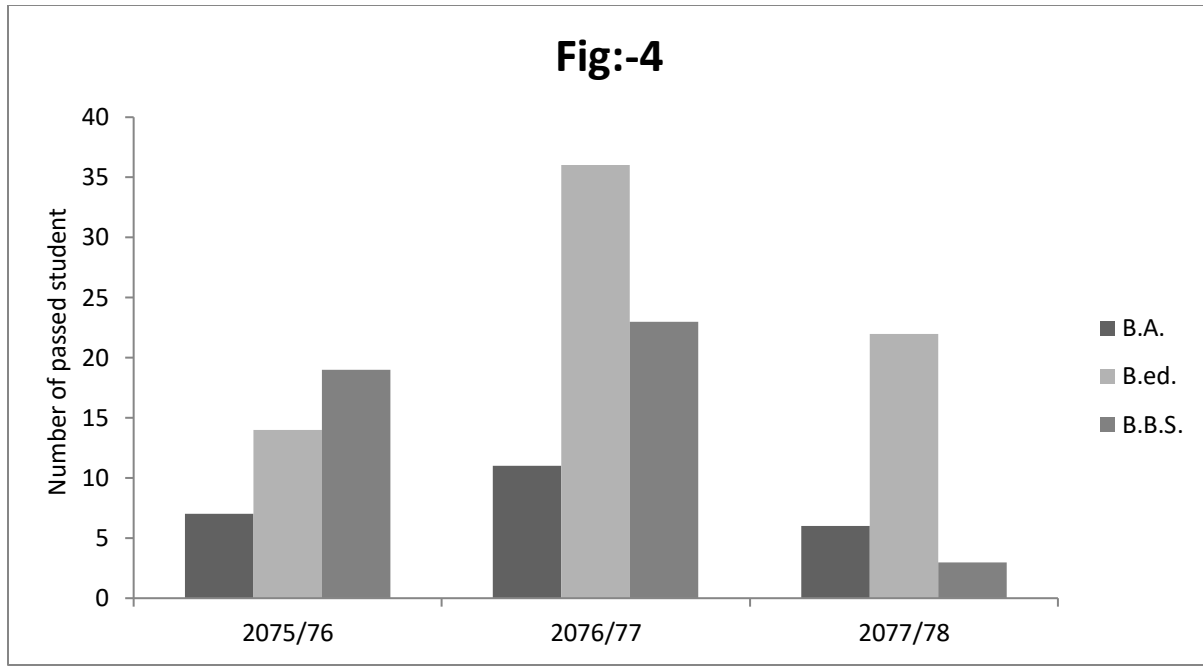
The bar diagram shows the Pass Rate Trend Analysis of Humanities Education and Management reading student in past three year 2075/76, 2076/77 & 2077/78. If we compare the student between 2075/76 & 2076/77 During the First year it increases just 16.66% but we can't compare with the year 2077/78 due to unpublished result by T.U. During second year it increases by 40% and it is not compared with the year 2077/78 due to unpublished result.

During the third year it increases by 16.66% and In 2077/78, it increases by 42.85 percentages.

During the fourth year the pass Rate was increase by 116.66 percentage between the year 2075/76 and 2076/77 but if we compare it between the year 2076/77 and 2077/78 it decreases by 13.04 percentage in totality we can say that the pass percentage of the student is constantly increasing in three year except fourth year student in 2077/78.

Table -4
Pass Rate Trend Analysis of the Students

Program Name	Program wise											
	2075/76				2076/77				2077/78			
	Total	Girls	Edj	Dalit	total	Girls	Edj	Dalit	total	Girls	Edj	Dalit
B.A 1 ST	-	-	-	-	5	2	2	-	-	-	-	-
B.A 2 nd	3	2	1	1	5	5	1	1	-	-	-	-
B.A 3 rd	4	2	1	-	1	1	-	-	6	6	-	-
Sub total	7	4	2	1	11	8	3	1	6	6	-	-
B.ed 1 st	3	1	1	-	4	3	1	-	-	-	-	-
B.ed 2 nd	3	1	-	1	5	5	3	-	-	-	-	-
B.ed 3 rd	4	2	1	-	7	7	3	-	11	10	1	-
B.ed 4 TH	4	4	2	-	20	20	11	2	11	11	4	-
Sub total	14	8	4	1	36	35	18	2	22	21	5	-
B.B.S 1 st	3	3	2	1	7	4	2	-	-	-	-	-
B.B.S 2 nd	4	1	2	-	4	3	1	-	-	-	-	-
B.B.S 3 rd	4	2	1	-	6	3	1	-	3	2	1	-
B.B.S 4 th	8	4	-	-	6	3	-	-	12	7	5	-
Sub total	19	10	5	1	23	13	4	-	15	9	6	-
Grand total	40	22	11	3	18	56	25	3	49	36	11	-



Analysis

This is a bar diagram of pass Rate Trend Analysis for the year 2075/76, 2076/77 and 2077/78 on the basis of program in 2075/76 and 2076/77. The pass rate for Humanities increases by 57.14 percentages but if it is compared with 2077/78, it decrease by 83.3%.

If the pass rate is compared on Education between the year 2075/76 and 2076/77, it increases up to 157.14 percentages but if it is compared with 2077/78, it decreases to 63.64 percentages the result of B.A, B.ed, and B.B.S. 1st and 2nd year is not published at that time only third and fourth year is counted there.

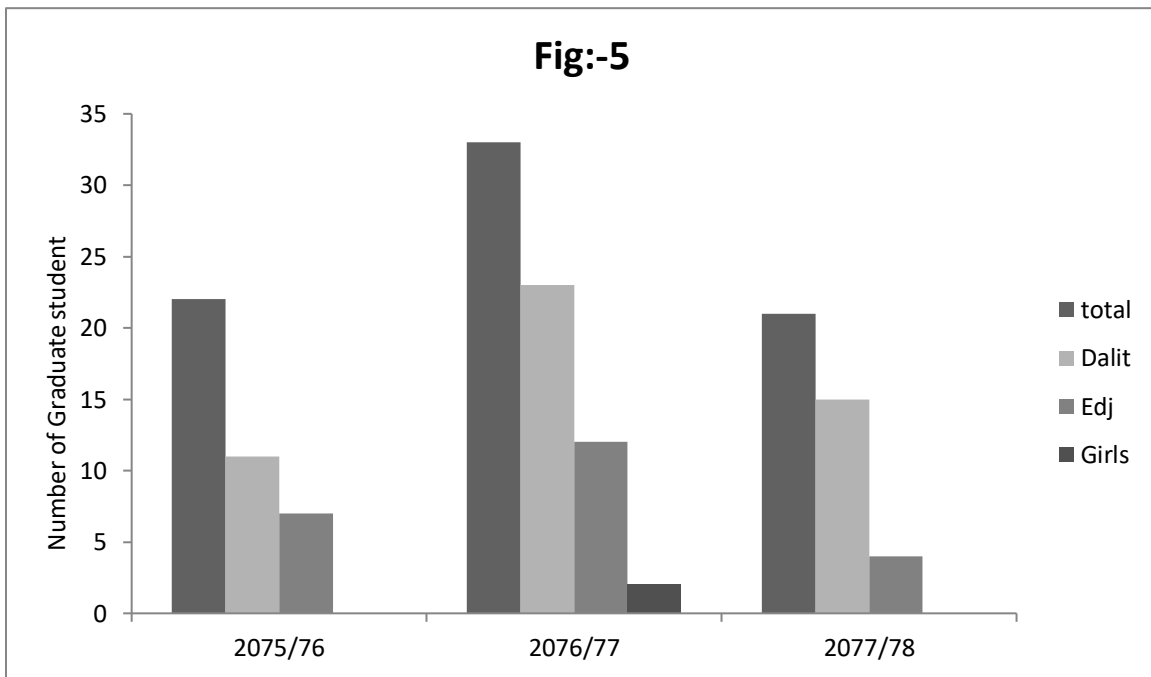
If the pass rate is compared on Management between the year 2075/76 and 2076/77, it increase up to 26.31% but if it is compared with 2077/78, it decreases up to 53.33% The result decrease because third and fourth year result is only included.

In conclusion the effect of covid-19 lockdown and other activities hamper the classroom activities and final result of T.U in each year. Hope to increase on next year's.

GRADUATE TREND ANALYSIS (Program Wise)

Table-5

Program Name												
	2075/76				2076/77				2077/78			
	Total	Girls	Edj	Dalit	total	Girls	Edj	Dalit	total	Girls	Edj	Dalit
B.A.	4	3	2	-	4	2	2	-	4	4	1	-
B.ed.	14	4	2	-	16	12	5	2	6	5	2	-
B.B.S	4	4	3	-	13	9	5	-	11	6	1	-
total	22	11	7	-	33	23	12	2	21	15	4	-



Analysis

This above bar diagram shows that the number of graduate student in past three years 2075/76, 2076/77 and 2077/78. In 2075/76 the percentage of dalit graduate is zero than the percentage of Edj graduate is 31.81

percentages and girl's percentage is 50 and other remaining 2 percentage is boys.

In 2076/77 the total number of graduate are 33 it means it is 100% then girls percentage is 69.69, Edj percentage is 36.36 and Dalit percentage is 6.86. in 2077/78, the total number of graduate is 21 then it is 100% then the girls graduation rate is 71.42, Edj's graduation rate is 19.84 and other 8.74 percentage from Boys from other group.

In conclusion, the pass percentage between the year 2075/76 and 2076/77 is just increasing by 50 percentage but it decrease in next year 2077/78 by 51.14 because of covid , crises, lockdown and others.

3. PHYSICAL PROGRESS.

3.1 INFRASTRUCTURE DEVELOPMENT.

Infrastructure is one of the essential factors for the development of campus. It gives shelter for the student as well as staff to conduct different program and activities. The campus has one administrative building which is used for different purposes. Ground floor is used for library, E-library, labs, Assistant campus chief room, study room and Account section. First floor is used for wash room, staff room; campus chief room, campus management committee's room, education Humanities and management depart section etc. Second floor is used for the various purposes. Third floor has been prepared for the infrastructure of seminar hall by erecting 30 pillars.

Another educational building is used for administration cum class room. Ground floor is totally used for educational purposes. First floor one room is used for staff room and is used for class room. Second floor is used for classroom purposes and rest of third floor is used for seminar hall with other six rooms. The seminar hall is equipped with multimedia projector & smart board with 50 plastic chairs.

Another newly building is constructed in just eastern side from education building. This doesn't have plaster, painting and window or door planks. One store room is made backside of new educational building which is used for storing old desk, chairs and other things. One canteen is made from the eastern part of campus yard, northern side from the administrative building. It is used for preparing snacks, khaja, lunch and other purposes.

Nearly one thousand square feet away with mosaic tiles is constructed from main gate to old educational buildings with the cost worth Rs 11 Lakh. One basketball ground is made in northern side of the campus yard with area of 5000 square meter and it is resurfaced with mosaic tiles which will be helpful to make the place for extra co-curricular activities.

In Library more than 300 books are added in this year for different subject because of frequently changing syllabus. E –Library is decorated with more than 15 personal computers for student.

3.2 Educational Aids

The campus has one library equipped with 15 racks and more than 5000 course book, reference book. Magazine, journals and newspaper, Gorkhapatra, Kantipur daily are some newspaper which are available in campus library. Two photocopies cum printer machines are available with one desktop computer.

The campus has bought six CC cameras with other essential devices like screen CPU and other. The campus has one high speed internet which is connected with every mobile and laptop for classroom purpose. The campus has four different email-address two sub-sites for the purpose of information and broadcasting news, view and ideas of the campus. The campus has more than 10 different messenger groups for teachers and student to conduct zoom classes and goal meets at the time of covid crises and lockdown.

The campus has planned one educational tour for students and campus staff along with executive committee of the campus every year. The campus has a provision of Academic calendar, internal and final audit at the end of the year. Academic and financial audit are done at the beginning of the New Year by evaluating the activities of past years. The campus has managed two internal exams during the session of the class each year for evaluation and final exam and submissive evaluation is done by Exam board of T.U every year on year wise basic. Provision for teaching practices, practical exam, celebration of anniversary of campus by lunching various programs, provision of teaching practices, practical exams and other activities which are carried out on the basis of academic calendar.

The campus has managed various types of re-search program publishing bulletin and journal to publish along with the progress report and annual report to submit with its stakeholder. Regular quiz competition, speech competition and other essential progress are lunch in regular basis for the overall development of the campus.

Financial progress

4.1 Analysis of financial Resource /Income of last three years (2075/76, 2076/77 & 2077/78)

S.N	Income	2075/76	2076/77	2077/78
1.	Self generated income student fee and other.	5633425 1893976.48	2869395 14658420.48	87521591 30021600
2	Grant from government 1) U.G.C. Regular 2) Madhyabindu municipality	8075251 719917	819000 5900502	1049000 7704719
3.	Grant from other source	148534	7067028	8419360
		9283377.48	31661811.48	28946838

4.2 Overall Income and Expenditures

Year	Income	Expenditure	Overall income and expenditure ratio
2075/76	7527401	9561360	0.0787:1
2076/77	17527815	16281513	1.0765:1
2077/78	28946838	30465155	0.9502:1

5. Audit Report

5.1 Audit observation issues on the fiscal year 2077/78.

After observing the audit report on fiscal year 2077/78, some suggestions are given on the following issues which are indicated and directed by the auditor Madhav Prasad Parajuli AP& Company 2017.

- i) The campus was trying to do its best for promoting physical infrastructure and educational activities.
- ii) The campus has tried to keep its historical financial record by maintaining the rule and regulation of Nepal government accounting act.

- iii) At the end of the year, the campus should take bank certificate to create bank reconciliation.
- iv) Managing the current and fixed asset and keeping the record by reducing the depreciation on the fixed assets like building and other is well but the actual value of the assets should be mentioned on time.
- v) Vat bill is needed on purchasing material for constructing goods and buildings more than 20,000 Nrs.
- vi) As far as possible, liability should be reducing the advance amount given to the employee and CMC members and in charge of the project.
- vii) Due to covid and its variant the campus is unable to provide the grants to students on time.
- viii) After purchasing books and other material payment should be done by maintaining its record book of the campus.
- ix) Advance amount should be cleared within one month so Accountant and campus should be aware about the issue of advance to make a balance sheet.

5.2 Step taken to mitigate the issue raised by Audit observation report on fly 2077/78

1. The record should be managed by taking serious responsibilities on time to get transparency of income and expenditures
2. Depreciation should be reducing on purchased item every year.
3. Procurement plan, estimated income and expenditures chart or catalogue should be followed strictly on time.
4. Pan bill, estimated bill and vat bill should be managed on time according to the audit report of every year.
5. The remaining amount of Dhandhanaychal should be collected on time by making proper plan of CMC.
6. Extra skilled manpower should be managed to prepare SSR on time to follow the future step of QAA.
7. Salary sheet and other document are made on the basis of the recommendation made by administration.
8. Basic rule and fund should be made for the facility of sick leave retirement or end of the year.

9. The balance sheet of the campus at the end of the year is 50774521.87 but it is not matched with fair value of the time so evaluation committee should be made to make proper evaluation.

6. Social programs

Society is the backbone of this campus so it is community based non profitable organization since its establishment. The campus has made on attraction of public interest so, it is flourishing in the society day by day. The campus has updated its facebook page and website to improve its image in the society. The activities increase public interest towards the campus. The main target of the campus is to improve the relation between campus and society. The campus offer the opportunities of the leadership development, social responsibility, feeling of patriotic citizenship, feelings of volunteerism different programs to make social progress by providing short or long term skill on different sector.

(a) Sport tournament

The campus has launched various games such as volleyball, football, quiz contest on the occasion of anniversary or guardians meeting

(b) Health checkup/Isolation centre

The campus has launched various health checkup activities inoculation activities with the co-ordination of health care centre. The campus has distributed free stationary pads for girls. At the time crisis, the campus has launched the online classes but the campus building was occupied to make the isolation centre and work as a PCR or RDT test centre.

(c) Consciousness or motivational program

The campus has invited traffic police in charge of chormara police camp to aware student about traffic signals and lights and anti drug campaign program.

(d) Door to door visit program

Various program to aware the student and guardians by dividing the areas and given responsibility to campus staff by distributing pamphlets, asking their problem and suggesting them continuously. It is done because of covid crises and lockdown and most of them are absent in the classroom due to the fear of those epidemic or tiger and rhinoceros on the way.

(e) Delegation activities

The campus has launched its build the infrastructure of the campus. A team of CMC staff with Madhyabindu mayor Mr. Chandra

Bahadur Rana had gone to Pokhara to visit the chief minister Mr. Krishna Chandra Nepali to discuss the issue of forest case and other activities.

6.2 Society's Contribution for Campus

There are several institutions in the society to increase the awareness in the society. To meet the target of skilled, semi-skilled and non-skilled manpower with the feelings of patriotism, honest and bravery; educational institutions play vital role to produce such type of manpower for maintaining the norms of short term and long terms plan. The society has played glorious role to uplift the standard of the campus.

- In 2063, the society has played main role for establishing campus under the affiliation of Tribhuvan University to run different streams like Education, Humanities and Management in Bachelor Level.
- The CMC has played to bring landownership certificate (land impeachment) from the government of Nepal by exchanging land which was bought near Amrasa by using its own resources.
- The campus is regularly supported by its well wishers guardians, Madhyabindu Municipality and UGC along with Gandaki province to make available for regular grants and grants for different purposes like making boundary, playground, construction canteen and ICT tools.
- The campus was regularly supported by Nawajagaran Model Secondary School, Mega Bank, Century Bank, different community forest, Nawalpur boarding school, Tamsariya sana-sahari khanepani sansthan, ward office-7, Darpan F.M and many other institutions to pay respect and tribute to their valuable contribution to enhance the norms of quality education
- Mr. Bishnu Kumar Karki, chief patronize of this campus. Mayor and former chairperson of this campus respected Chandra Bahadur Rana, vice mayor Om Kumari Mahato, ward chairman Amrit Prasad Gyawali are some renowned personalities to pay respect and tribute and this institution is indebted with their valuable services and unselfish contribution to the campus.

6.3 Plan for campuses contribution to society.

Society is made by different type of culture, tradition and social norms with certain values. So it is itself called 'public forum' to uphold their responsibility themselves. The society

has established the campus, creates its values to develop their living standard themselves. Since, the society has contributed a lot to the campus which is always indebted with their personalities and institutions. If the campus plays the role to the society the vice-versa. The campus has launched several programs to move the society go ahead. Some activities are:-

- I. **Promotion of Technical Education**- The campus has not only promoted theatrical education but technical education with collaborate of provincial government of Gandaki province. The campus has register one proposal along with decision of CMC and other essential document to grant the permission and financial aid for promoting the program of B.Bc in Agriculture or computer science. Still we are waiting for the result.
- II. The campus has made its five years strategic plan and Annual plan along with detail master plan to bring the certificate of QAA by conducting various activities by preparing SSR report to submit QAA division, Bhaktapur Nepal.
- III. Recently the campus has managed various sub-committee or cell to promote various programs in campus like RMC, Primary Health Care, Employment, motivational, evaluation, Academic audit and many others throughout their cells stakeholders of this campus are directly and indirectly benefitted to some extent.
- IV. The campus has applied the proposal to the office of the dean, Education department in Balkhu to grant the permission to conduct M.ed program in EPM and other subject. The campus has given priority to conduct the classes for MBS.
- V. The campus has planned to build a building for commercial and educational purpose. It has planned to make 18 shutters to manage sustainable income for this campus.

6.4 Plan to increase social involvement

Nawajagaran Multiple Campus is a mirror of the society which is running smoothly with the co-operation of general public, its stakeholders, guardians & politicians. It focuses to show equal interest in the program which are demanded and suggested by the local community by prioritizing its vision, mission, goal and objectives. It has aimed to launch different community based program to increase social interest by following activities.

- I. **Extension of different type of member:-** The campus has a provision to distribute different type of member like general member/Associated member(life member) introductory member (sansthapak) follow membership(Aajivan sanrakasha) Honorary membership (Aajivan Bisistha sanrakasha) Supreme honorary membership (Aajivan pradhan sanrakasha) by paying or contributing the campus which is made in the provision or Nimawali of the campus
- II. The campus awards and appreciates by distributing The token of love, appreciation letter to those people who contributed valuable time, money & unselfish services to the campus at the occasion of anniversary, guardians meeting and campus assembly.
- III. **Involve stakeholders for decision making process:** - For decision making process the campus organizes the meeting of the members (campus senate) and selected campus executive committee for three years. The executive committee organizes the meeting, discuss agenda and reach in conclusion As far as possible, it does unanimous decision of any issue if not it decides on majority of the members or committee themselves.
- IV. **Availability of infrastructure to needy people:** - The backbone of the campus is community. So, community is the designer, patronize councilors and executive force of the campus. So the club, health post, Nawajagaran school, Madhyabindu Municipality and others request to make seminar, meeting different types of programs without hampering regular classes, class room, hall, toilet, tap, canteen are given to use them at free of cost have to increase the social involvement.
- V. **Make available for employment/business:** - The campus organized different program like constructing buildings, repairing, supplying things, local are given priority for wages, contract and doing different types of job.
- VI. **Others (bibidha):-** The campus is used for isolation centre during the time of lockdown It conducts blood donation program every year, guardian awareness program, motivational program, scholarship distribution program for poor student, extra classes for needy students to increase social involvement.

7. Issue and challenges:-

Every institution which are established to fulfill the demand of stakeholder have certain limit to utilize it's resources. People's expectations are always higher than their investment and contributions. So, the institution has been bounded by many issues and challenges. Constituent campus are financed by government but so far as the cases for public campus, it raises, fund and regulate by the community only a few support is made from local provience and federal government on certain issue and conditions. General expenditure should be managed by the institution itself.

Many campuses are established, build, developed, promoted and try to be an autonomous organization. In the process of formation, many challenges and obstacle to be overcome by the government or community. NMC has some issues and challenges which are categorized as short term or long term during its tenure.

7.1 SHORT TREM CHALLENGES

I) High dropout ratio of the student and less enrolment: - Most of the students are attracted by foreign job in Dubai, Korea, Australia, UK and many European & American countries So, high dropout ratio and less number of enrollments is seen here every year.

II) Minimum fee structure: - Due to its nature, the institution is compelled to collect low amount of admission, exam, and tuition fee. Other permanent and sustainable sources are not available to run the administration and management of the campus.

- I. **Bury schedule of lecture and staff:** - Most of the lectures are permanently join with other institution. So, they have busy and hasty schedule to managed sufficient time for campus.
- II. **Lack of research based learning activities:** - Most of the student and staff are job holders in other institutions so, it hampers the research based learning activities launched by the campus.
- III. **Existence of long and old course:** - No new subject or 4 years long syllabus are applied in campus. Only few intelligent or economically strong students can select the campus on the famous cities but poor underprivileged student have no interest to finish the course time.

- IV. **Lack of E-library, reference book and other learning multimedia and others:** - Due to limited income, the campus is not affording to buy new teacher, technical subject and appropriate learning and teaching materials.
- V. **Lack of financial support:** - Minimum fee structure, small number of student, poor economic background of tharu, kumal and dalit who are marginalized can't get proper support from campus and local levels.
- VI. **Lack of trained & full time staff:-** Poor number of full time lectures and staff, guards, drivers and other major obstacles to maintain day to day administrative activities.

7.2 Long term challenges

I) Lack of sufficient number of graduate pass out ratio: - Due to poor performance of campus, high dropout ratio of the student, unfair competition among community based campus, lack of trained and devoted lectures creates many obstacles and difficulties to increase the pass out ratio of the graduates.

II) Difficulty for getting required facilities & subjects: - Due to limited number of subject or course limited salary and other facilities, lecturers and student do not show any interest to increase academic level from this institutions.

III) Unable to launch higher or technical classes :- Master classes, technical classes like B.B.A, civil Engineering, computer engineering, B.Sc agriculture, pharmacy are major interest of the local public holders but limited capacity of the campus can't meet the requirement of the public.

IV) Poor financial management: - Lack of sufficient fund for lecturer and students, free ship, scholarship and study level are not managed well for them. Lack of permanent and sustainable income courses poor management of the campus.

V) Lack of research/student based teaching activities: - Un-manageable condition of E-library, projector, smart board, Rmc, and employment cell, causes difficulties for reading, writing & re-searching activities in the campus.

VI) Lack of qualified administration: - Unskilled manpower limited number of plan and policies lack of sustainability plan poor co-ordination among staff, executive body and community are some weakness of administration.

In conclusion, lack of proper co-ordination among stakeholder, poor economic and educational activities are major challenges of the campus.

7.3 Mitigation measures taken to address the issue & challenges.

To meet the aforementioned challenges, the following are the measures to overcome the problems.

- I. **Campus senate:** - It is formulated according to the campus provision which is fully responsible to form executive body to call the CMC and campus senate help to manage the financial condition of the campus.
- II. **Campus management committee:** - It is formed by the campus senate for the duration of 3 year which is responsible to formulate policy and procedures by appointing campus chief, asst. campus chief and other faculty members, teaching and non teaching staff. It tries to address the development of infrastructures of education.
- III. **Administration:** - It is formed by CMC, campus chief; asst. campus chief, department/subject head of different cells are the part of administration. The joint effort of the campus administration helps to solve every problem of the campus.
- IV. **Teaching & none teaching staff:** - The part of teaching and none teaching staff are always ready to share the burden of the campus administration in proper way.
- V. **Lecturers union& organization:** - Student union along with Alumni association, lecturers union helps to reduce the Burden of the campus by criticizing, suggesting, coordinating, organizing meeting; seminar, discussion, reunion program, conference and other activities are helpful to reduce the tension of the campus.
- VI. **Stakeholder:-** Madhyabindu Municipality, UGC,T.U., main patronize, donors, community forest, Nawajagaran ModelSecondary school, PHC, ward office, student guardians, Resham firiri Nepal, chormara youth clubs, century & Mega bank and other co-operative offices are major stakeholder to help and donate the campus in needy hours.
- VII. **Formation of nirman samati/cells:** - To divide the responsibility and duty, the campus forms different sub-committee and cells like student union, Alumni association, employment, sport and extra co-curricular, motivation, RMC etc. function autonomously to achieve the target of the campus.

7.4 PLAN FOR ADDRESSINNG THE ISSUE AND CHALLENGES

Every plan has its strong aspects and drawback. By finding the drawback we can achieve the victory over the challenges. Serious challenges make us aware each and every moment so it's our prime duty to solve in creative way. NMC

believes that only senate CMC administration can't be capable and solve the issues without giving responsibility to others, If every organ work properly by coordinating each other deeply the target will be archived properly. Master plan, strategic plan, Annual action plan and the decision taken by the CMC can help to regulate and solve the issues and challenges. There issues and agendas are prepared and managed in Annex section in details.

8. SWOT ANALYSIS OF THE CAMPUS.

8.1 Strength:-

8.1.1-Accessible location & peaceful atmosphere:-

The campus locates at the heart of Madhyabindu Municipality resided beside Alok Chakrapath and lap of Lali Gurans community forest. Pitch roads, enough vehicles for public transportation, hospital, mini market, clean drinking water makes it easy to use for stakeholders.

8.1.2 Affordable fee structure:-

The campus is trying to collect different types of fund, donation, other economic sources are collected to provide Freeship scholarship which help to reduce the burden of fee for poor students.

8.1.3 Selection for performance grants by UGC & receive for preparation of SSR.

UGC has selected the campus to support the institution by giving more than 10 million Rupees to spend on purchasing electronic devices, formation of library cum administrative building, repair of third floor of educational building, purchasing books, construction of bike shelter and construction of park and 200m. Compound wall & after making the infrastructure the campus is preparing its SSR to submit 8.14 Experience faculty member & Staff.

More than 28 experienced (more than 10 years service) and capable staffs are contributing the campus administration and classes smoothly.

8.1.4 Well Designed building:-

Two educational building, one administration cum library building, facilitated canteen, attractive park, basketball ground, good sanitation or washroom facilities are ready to serve its stakeholders.

8.1.5 Special focus by madhyabindu municipality/ UGC and donor agencies:-

The campus is especially loved by Madhyabindu Municipality (Mayor Chandra Bdr. Rana and his team of executive) office of UGC and staff, Resham Firiri Nepal, Dipjyoti Nepal, Laliguras Community forest, Lohasedhara community forest and many more donors in Mahayagna with the supreme power chief patron Mr. Bishnu kumar karki and many more hidden hero's are contributing a lot to uplift it.

8.2 Weakness:-

The campus is trying to do its best although it has some draw backs. They are focused in bellow.

8.2.1 Lack of technical subjects:-

This age is the age of science and IC technology. The people they do have interest on it but the campus is unable to run the technical classes in bachelor level So most of the S.L.C. graduates are going to Bharatpur and Kathmandu to attain their thirst of reading technical subjects.

8.2.2 Insufficient landscape/enrolment/pass out ratio:-

The campus is designed to be a real brand of multiple campus but lack of attractive landscape or other weakness, the enrolment is not increased and frequently obstruction of classes by covid or Omicron and it's variants or lockdown, the pass rate ratio is decreasing day by day.

8.2.3 Insufficient community support:-

Due to the political conflict or biasness and dis-agreement among the life member and political parties the concerned authorities are not helping and co-operating properly to get the budget and other services.

8.2.4 Insufficient facilities and full time staff:-

The UGC, QAA has a parameter to fulfill 50% fulltime staff are major problem of this campus. Most of the staff are part time so they don't have time to contribute the collage out of duty hours.

8.2.5 Lack of technology & Research:-

Insufficient faculty members, responsible administration, disinterestness of RMC and other sub-committee technical manpower and its shortage are some factors to contribute as the work of barrier of this campus.

8.2.6 Proper Evaluation:-

The evaluation system of the campus is not well functioned because of insufficient internal exam and evaluation system. Lack of budget and insufficient fund collection is the major causes of such difficulty,

Five year's Strategic Planning of Nawajagaran Multiple Campus. Academic year-(2022-26)

SN	works	Indicators	2022	2023	2024	2025	2026	Times	Three Years (22-24) expenditure	Later Two Years (2025-26) exp.	Total Expenditure	Concerned Authority	Responsibility
1.	Preparation of strategic planning of institution	Copy of strategic planning	1 times	- Continusly	- Continusly	- Continusly	- Continusly	1 Times		-		CMC AC	Campus chief
2.	Annual plan of the campus	Copy of annual plan	1	1	1	1	1	5 Times	-	-	-	Concerned CMC TQAC	" cmc
3.	Construction of feedback mechanism	Plan of feedback mechanism	1	-	-	-	-	-	-	-	1	Cmc or cc	Campus chief
4.	Annual formation or Annual action plan	Copy of a plan	$\frac{3}{3,000}$	$\frac{3}{3,000}$	$\frac{3}{3,000}$	$\frac{3}{3,000}$	$\frac{3}{3,000}$	$\frac{3}{3,000}$	$\frac{3}{90,000RS}$	$\frac{2}{60,000}$	$\frac{5}{1,50,000}$	"	"
5.	Formation of skill based non credit course	copy of course	-	-	$\frac{1}{100,000}$	-	-	1 time	$\frac{1}{100,000}$	-	$\frac{1}{100,000}$	cmc	"
6.	Formation of self sustaining program/course	copy of course	-	-	-	$\frac{1}{100,000}$	-	1 time	-	100000	$\frac{1}{100,000}$	"	"
7.	Conduct organization & management survey to the organization and management of HEI	Numbers of programs	-	$\frac{1}{80,000}$	-	-	-	1 times	$\frac{1}{80,000}$	-	$\frac{1}{80,000}$	Cmc & adm.	Campus chief
8.	Involvement of students to form SSR		1	-	-	-	-	1 time	1	-	1	IQAC	Campus chief

9.	Preparation of the provision of academic audit	Decision of IQAC	$\frac{1}{10,000}$	$\frac{1}{10,000}$	$\frac{1}{10,000}$	$\frac{1}{10,000}$	$\frac{1}{10,000}$	5 times	30,000	20,000	$\frac{1}{50,000}$	IQAC	Campus administration
10.	Establishment of research management cell.	Decision of C.M.C	$\frac{1}{200,000}$	100,000	100,000	100,000	100,000	$\frac{1}{500,000}$	400,000	200,000	$\frac{1}{600,000}$	"	Campus mgmt.
11.	Establishment of innovation centre with the co-operation of RMC to record innovation activities	Collection of innovative activities		-	$\frac{1}{500,000}$	-	-	1 time	$\frac{1}{50,000}$	-	$\frac{1}{50,000}$	"	"
12.	Formation of Academic calendar with related curriculum of T.U.	Copy of academic calendar	$\frac{1}{30,000}$	$\frac{1}{30,000}$	$\frac{1}{30,000}$	$\frac{1}{40,000}$	$\frac{1}{40,000}$	5 times	$\frac{3}{90,000}$	$\frac{2}{80,000}$	$\frac{5}{1,70,000}$	CMC adm.	Campus chief/Dpt. head
1. Curricular Aspects													
13.	Establishment of ECA in campus	Minute AC.calender	$\frac{1}{40,000}$	40,000	40,000	40,000	40,000	5 times	$\frac{1}{20,000}$	80,000	$\frac{1}{2,00,000}$	Administration	"
14.	Introduction of additional focused program like autonomous vocational course	List of programs	-	-	$\frac{1}{5,50,000}$	-	$\frac{1}{5,50,000}$	-	$\frac{1}{5,50,000}$	$\frac{1}{5,50,000}$	$\frac{2}{11,00,000}$	Admin.	"
15.	Establishment of institutional network with industries like bank, factory etc.	List of MOU etc.	2	2	2	2	2	10 times in diff. industries	6 diff. institutions	4 diff. institutions	10 diff. institutions	CMC	Head of Dpt.

16.	Formation of CSR(corporate social responsibility) to provide freship or scholarship	copy of CSR and its activities	$\frac{1}{1,00,000}$	1,00,000	1,00,000	1,00,000	1,00,000	<i>one time</i> <i>3 lakh</i>	$\frac{1}{3\ lakh}$	Two lakh	$\frac{1}{5\ lakh}$	CMC	"
17.	Practices to impart moral and ethical values at campus like guest classes, clean cheat activities when mark sheet is issued.	Work done at campus	$\frac{1}{20,000}$	$\frac{1}{20,000}$	$\frac{1}{20,000}$	$\frac{1}{20,000}$	$\frac{1}{20,000}$	5 times	$\frac{3}{60,000}$	$\frac{2}{40,000}$	$\frac{5}{100,000}$	Cam. Admin	Campus Chief
Creation-3 Teaching –learning & Evaluation system													
18	Preparation of admission policy to new graduates like CMAT	Copy of policy	$\frac{1}{20,000}$	$\frac{1}{20,000}$	$\frac{1}{20,000}$	$\frac{1}{20,000}$	$\frac{1}{20,000}$	5 times	$\frac{3}{60,000}$	$\frac{2}{40,000}$	$\frac{5}{100,000}$	Cam Admin.	Campus Chief DPT. Heads
19.	Preparation of institutional provision on encouraging teachers to prepare teaching plan.	Copy of policy	$\frac{1}{10,000}$	$\frac{1}{10,000}$	$\frac{1}{10,000}$	$\frac{1}{10,000}$	$\frac{1}{10,000}$	5 times	$\frac{3}{30,000}$	$\frac{2}{20,000}$	$\frac{5}{50,000}$	Admin.	"
20.	Preparation of institutional policy on method of teaching learning plans and methods.	Copy of policy	$\frac{1}{10,000}$	$\frac{1}{10,000}$	$\frac{1}{10,000}$	$\frac{1}{10,000}$	$\frac{1}{10,000}$	5 times	$\frac{3}{30,000}$	$\frac{2}{20,000}$	$\frac{5}{50,000}$	Admin	"
21.	Prepare a policy to provide bridge	Copy of policy	$\frac{1}{10,000}$	-	-	-	-	1 times	$\frac{1}{10,000}$	-	$\frac{1}{10,000}$	Admin.	"

	or remedial course to week students												
22.	Preparation of academic plan on the basis of the following for two years 1) Teaching days per year. 2) Working days per week. 3) 4) Ratio on –Full time teacher & part time teacher. –Teaching and none teaching staff or No. Of visiting lectures. 5) Percentage of classes taught time or full time faculty.	Copy of policy	$\frac{1}{20,000}$	$\frac{1}{20,000}$	$\frac{1}{20,000}$	$\frac{1}{20,000}$	$\frac{1}{20,000}$	5 times	$\frac{3}{60,000}$	$\frac{2}{60,000}$	$\frac{5}{100,000}$	Admin DPT. Head	Campus chief
23	Preparation of comprehensive student prospectus by mentioning detail orientation programs.	Copy of the prospectus	$\frac{1}{10,000}$	$\frac{1}{10,000}$	$\frac{1}{10,000}$	$\frac{1}{10,000}$	$\frac{1}{10,000}$	5 times	$\frac{3}{30,000}$	$\frac{2}{20,000}$	$\frac{5}{50,000}$	Admin.	Campus Chief
24.	Formation of exam committee to define roles & responsibilities	Copy of guidelines Or committee	$\frac{1}{50,000}$	50,000	50,000	50,000	50,000	1 times	$\frac{1}{50,000}$	100,000	$\frac{1}{2,50,000}$	Exam Committee	DPT. Head Or Exam head

	by making comprehensive guidelines.												
25.	Preparation of institutional provision to appoint new faculty member/staff by mentioning university or HEI'S system.	Copy of guidelines to select committee	$\frac{1}{20,000}$	20,000	20,000	30,000	30,000	1 time	$\frac{1}{60,000}$	60,000	$\frac{1}{1,20,000}$	CMC	Campus Chief
26.	Preparation data of the staff who have attended any seminar, training/wone shep during two years.	Data and it's reports	1	1	1	1	1	5 times	-	-	-	Admin.	Campus Chief
27.	Preparation of a form of self appraisal to evaluate performance of the faculty in teaching research & extension program annually.	Format of self appraisal Form.	$\frac{1}{10,000}$	$\frac{1}{10,000}$	$\frac{1}{10,000}$	$\frac{1}{20,000}$	$\frac{1}{20,000}$	5 times	$\frac{3}{30,000}$	$\frac{2}{40,000}$	$\frac{5}{70,000}$	Admin./IQAC	Campus chief
29.	Preparation a system of annual student appraisal of the institution to evaluate the institutional experience.	Formation of the form	$\frac{1}{10,000}$	$\frac{1}{10,000}$	$\frac{1}{10,000}$	$\frac{1}{10,000}$	$\frac{1}{10,000}$	5 times	$\frac{3}{30,000}$	$\frac{2}{20,000}$	$\frac{5}{50,000}$	Admin./IQAC	Campus chief

30.	Preparation of faculty development policy to organize seminar conference, workshop to each faculty.	Copy of faculty development policy	$\frac{1}{100,000}$	$\frac{1}{100,000}$	$\frac{1}{100,000}$	$\frac{1}{125,000}$	$\frac{1}{125,000}$	5 times	$\frac{3}{300,000}$	$\frac{2}{250,000}$	$\frac{5}{550,000}$	Admin/RMC	Campus chief
31.	Preparation of new innovative techniques in teaching & learning activities.	Application of new technique in class room	1	1	1	1	1	5 times	-	-	5 times	Admin/RMC	Campus chief
32.	Linkage HEI with related national and international agencies.	MOU with national & international centre	-	-	1	-	2	1 times	1 time	1 time	2 times	Admin/RMC	Campus chief
Criterion-4 Research Consultancy And Extension													
33.	Preparation of faculty development policy of RMC with allocation of proper budget.	Preparation policy of RMC	$\frac{1}{100,000}$	100,000	100,000	150,000	150,000	1 times	$\frac{1}{300,000}$	300,000	1 time	Admin/RMC	Campus chief
34.	Promotion of master, M. Phil & PHD classes in HEI.	Promotion of teacher's level at campus.	Master level 600,000	-	-	-	M. Phil & P.H.D.	2 times	$\frac{1}{600,000}$	M. Phil & P.H.D.	2 times	Admin/Coordinator of master classes	Campus chief
35.	Promotion of teacher's percentage in research & guiding activities.	See the involvement in research & guiding activities	10% total	10% total	10% total	20% total	20% total	5 times teacher's involvement	30% teachers involvement	40% teachers involvement	70% teachers involvement	Admin/RMC	Campus chief
36.	Formation of	List of the financial	-	-	-	2 lakh for 2 graduates	2 lakh for 2 graduates	2 times	-	4 lakh	-	Admin/RMC	Campus chief

	policy to provide financial support to the graduates.	support to students											
37.	Preparation of a plan to have externally funded research projects.	List of research projects	-	-	-	-	Introduce new plan	1 time	-	-	Preparation of new plan	Admin/RMC	Campus chief
38.	Publication of research journal.	Publication	$\frac{1}{150,000}$	$\frac{1}{150,000}$	$\frac{1}{150,000}$	$\frac{1}{150,000}$					$\frac{5}{750,000}$	Admin/RMC	Campus chief
39.	Promotion of consultancy services in institutional level in HEI	Copy of consultancy service	-	-	$\frac{1}{100,000}$	-	-	1 time	$\frac{1}{100,000}$	-	$\frac{1}{100,000}$	Dpt. Of cons. service	Campus chief
40.	Designate a person for the conduction of extension activities.	Activities of extension activities	$\frac{1}{100,000}$	100,000	100,000	100,000	100,000	1 time	$\frac{1}{300,000}$	$\frac{1}{200,000}$	$\frac{1}{800,000}$	Admin/IQAC	Campus chief
41.	Preparation of plan to enrich extension activities of the institution	List Of the programs	$\frac{1}{10,000}$	$\frac{1}{10,000}$	$\frac{1}{10,000}$	$\frac{1}{10,000}$	$\frac{1}{10,000}$	5 times	$\frac{3}{30,000}$	$\frac{2}{20,000}$	$\frac{5}{50,000}$	Head of Ex Act.	Campus chief
42.	Planning to involve teachers & students in the extension activities	Copy of planning	1	1	1	1	1	5 times	3	2	5 times	Head of Ex Act.	Campus chief
43.	Collaboration with INGO & NGO for extension	Copy of IMO with INGO & NGO	1	1	1	1	1	5 times	3	2	5 times	Head of Ex Act.	Campus chief

	activities												
Criterion-5 Infrastructure And Learning Resource													
A. General Physical infrastructure													
44.	Preparation of master plan indicating existing buildings and projected expansion in the future	Copy of master plan	1	-	-	-	-	1 times	1	-	1 times	Admin.	Campus chief
45.	Preparation of plan to regular maintenance at collage	Copy of plan	1	-	-	-	-	1 times	1	-	1 times	Admin.	Campus chief
46.	Plan to meet the need for augmenting the infrastructure to keep pace with academic growth.	Copy of augmenting plan in infrastructure	1	-	-	revision	-	1 time	1	revision	1 time preparation revision	Admin.	Campus chief
47.	Planning to make optimum utilization of infrastructure facility.	Copy of planning to use infrastructure	1	-	-	revision	1	1 times	1	revision	1 preparation revision	Admin.	Campus chief
48.	Planning to make and encourage using of the academic facilities by external agency.	Copy of planning	1	-	-	-	revision	1 time preparation revision	preparation	revision	Preparation revision	Admin.	Campus chief
49.	Planning to make institution	Copy of planning	$\frac{1}{10,000}$	10,000	10,000	15,000	15,000	1 time	30,000	30,000	1 time 60,000	Admin.	Campus chief

	clean green & pollution free.												
50.	Planning for providing computer facility to students	Copy of planning	1	-	-	revision	revision	1 time	1 time	revision	Planning & revision	Admin.	Campus chief
51.	Preparation of comprehensive lab manual (by working hours)	Copy of manual	1 time	-	revision	-	-	1 time	1 time preparation & revision	-	Planning & revision	Lab Dpt.	Campus chief
52.	Manage computer in each department and enough CCTV at campus with internet.	Management of computers and CCTV	18; CCTV 5 piece 300,000	-	-	-	-	1 time	200,000 300,000	-	200,000 300,000 Mgmt.	Admin.	Campus chief
53.	Preparation of computer aided learning packages.	Preparation of packages	1 time	-	-	-	-	1 time	-	-	-	IQAC/ Dpt. Admin	Campus chief
54.	Doing agreement with service provider for maintaining & updating computers.	IMO with service provider	1 time	-	-	-	-	1 time	-	-	-	IQAC/ Dpt. Head	Campus chief
55.	Do agreement to use the service of intra university facility	IMO with other university	-	-	-	1 time One university	1 time Next university	2 times	-	2 times	2 times	IQAC/ Dpt. Admin	Campus chief
56.	Construction of first aid unit by managing minimum clinical	Construction of first aid unit	1 time 10,000	- 5,000	- 5,000	- 5,000	- 5,000	1 time	1 time 20,000	- 10,000	1 time 30,000	IQAC/ Dpt. Admin	Campus chief

	facilities												
57.	Development of separate unit to look after sports & physical activities by providing incentives to sports teachers & students.	Construction of sports units	1 time 100,000	100,000	100,000	120,000	120,000	1 time	300,000	240,000	1 time 540,000	Sports unit/ ICAC	Campus chief
58.	Maintain record who participate local regional national & international level games & sports.	Records of campus	1 time	1 time	1 time	1 time	1 time	5 times	-	-	5 times	Sports teacher/sport unit	Campus chief
59.	Management of hostel facilities at campus	Available hostel facilities.	-	-	-	-	1 time 200,000	1 time	-	200,000	200,000	IQAC Host/Dpt.	Campus chief
60.	Plan to manage the facility of drinking water & toilets.	Availability of toilet or drinking water	50,000 (Renovation)	50,000 (Renovation)	50,000 (Renovation)	50,000 (Renovation)	50,000 (Renovation)	5 times Renovation & construction	150,000	550,000	100,000	IQAC/ Dpt. Head	Campus chief
B. Library as a learning Resource													
61.	Defining working hours of the library by making guidelines.	Copy of guideline/working manual	1 time preparation	revision	revision	revision	revision	1 time	-	-	Preparation & revision	Library Authority	Campus chief
62.	Preparation of systemic records of library (Newspaper, e-library,	Copy of systematic record of the library.	1 time preparation	Keeping records	Keeping records	Keeping records	Keeping records	1 time	-	-	-	Library Authority	Campus chief

	magazine)												
63.	Making a list of recently added resource during two years with proper budget.	Copy of records	1 time Preparation on 200,000	Keeping records 50,000	Keeping records 50,000	Keeping records 50,000	Keeping records 50,000	1 time	300,000	100,000	1 time 4 lakh	Library Authority IQAC	Campus chief
64.	Preparation of dpt. Library with proper facilities.	Physical records of dpt. Library	50,000	50,000	50,000	70,000	70,000	1 time	150,000	140,000	290,000	Library Authority	Campus chief
65.	Preparation of organizational structure of the library.	Copy of organization	1 time	-	-	-	-	1 time	-	-	-	Library Admin	Campus chief
66.	Preparation of staff development program of library.	Copy of programs	1 time	revision	revision	revision	revision	1 time	-	-	-	Admin of library	Campus chief
67.	Automation of library.	Activities of automation	1 time 100,000	Repair 10,000	Repair 10,000	Repair 10,000	Repair 10,000	1 time	- 120,000	- 30,000	- 150,000	Admin of library	Campus chief
68.	Allocation of regular budget to the library.	Separation of budget to the library	500,000	500,000	500,000	600,000	600,000	1 time	1500,000	12,00,000	2700,000	Admin of library	Campus chief
69.	Management of library to provide different services	To see different services from library	regularly	- regularly	regularly	- regularly	- regularly	1 time	-	-	-	Admin of library	Campus chief
Criteria-6 student Support and guidance													
70.	Analyze the annual result by preparing result analysis report	Preparation of report	1 time	1 time	1 time	1 time	1 time	5 times	30,000	20,000	50,000	Exam committee/A dmin	Campus chief
71.	Conducting tracer study report regular basis to pass different exam.	Tracer study reports	1 time	1 time	1 time	1 time	1 time	5 times	30,000	20,000	50,000	Admin	Campus chief
72.	Publication of student's prospectus Annually.	Copy of student prospectus	1 time	1 time	1 time	1 time	1 time	5 times	20,000	30,000	50,000	Admin	Campus chief

73.	Preparation of guidelines for scholarship to students	Copy of guidelines	1 time	-	-	-	-	1 time	-	-	-	Admin	Campus chief
74.	Preparation of a list of student's receiving financial aids to student	List of student's	1 time	1 time	1 time	1 time	1 time	5 times	-	-	-	Admin	Campus chief
75.	Formation of employment cell by preparing its guidelines	Guideline copy	1 time	function	function	function	function	1 time	-	-	-	Admin/employment cell	Campus chief
76.	Formation of counselling/motivational cell at campus	Copy of guidelines or formation cell	1 time	function	function	function	function	1 time	20,000	20,000	40,000	Motivation cell	Campus chief
77.	Records of employed students through placement service	Record of employed students	1 time	1 time	1 time	1 time	1 time	5 times	-	-	-	Employment cell	Campus chief
78.	Formation of Alumni Association and make them functional.	Formation of Association	1 time	function	function	function	function	1 times	-	-	-	Alumni Association	Campus chief
79.	Preparation of student prospectus to admit national or international students guidelines	Copy of student prospectus.	1 time	-	-	-	-	1 time	-	-	-	Admin	Campus chief
80.	Provision of support service to international students	Copy/policy of support service	1 time	-	-	-	-	1 time	-	-	-	Admin	
81.	Management of re-creational activities in leisure time for students.	Item available to students	1	1	1	1	1	5 times	300,000	25000	55,000	ECA committee/ Admin	Campus chief
Criterion-7 Information system-10 marks.													

82.	Formation of EMIS cell and prepare its guidelines by managing software to accountant & library	Decision & copy of guidelines and instalment of software	+1 time	Continuity & reformati on	Continuity & reformation	Continuity & reformatio n	Continuity & reformatio n	1 time	300,00	240,000	540,000	EMTS cell & Admin	Campus Chief
83.	Specification of these areas for such analysis id being carried out.	Copy of analysis area	1 time	continuity	continuity	continuity	continuity	1 time	-	-	-	EMTS/Admin	Campus Chief
85.	Preparation of guidelines of institutional data keeping & recording system	Copy of guidelines	1 time	continuity	continuity	continuity	continuity	1 time	-	-	-	EMTS/Admin	Campus Chief
85.	Making information open to all its stakeholders using web-sites & social media.	Behaviour of transparency	1 time	continuity	continuity	continuity	continuity	1 time	-	-	-	EMTS/Admin	Campus Chief
86.	Giving information collecting method & its analysis to its stakeholders.	Decision of such CM and activities	1 time	continuity	continuity	continuity	continuity	1 time	-	-	-	EMTS/Admin	Campus Chief
87.	Formation of formal feedback mechanism and preparation of its guidelines.	Copy of guidelines & decision to formulate mechanism	1 time	continuity	continuity	continuity	continuity	1 time	-	-	-	EMTS/Admin	Campus chief
88.	Preparation of impact analysis report to its stakeholders.	Impact analysis report	1 time	continuity	continuity	continuity	continuity	1 time	-	-	-	EMTS/Admin	Campus chief
89.	Preparation to produce proof of quality improvements due to such activities	Copy of reports	1 time	continuity	continuity	continuity	continuity	1 time	-	-	-	EMTS/Admin	Campus Chief

Criteria-8 information 10 marks.													
90.	Formation of public information cell and prepare its guidelines	Decision of HEI & copy of guidelines	1 time	continuity	continuity	continuity	continuity	1 time	20,000	30,000	50,000	Public information cell & Admin	Campus Chief
91.	Define the area areas of information by making its guidelines/schedule	Decision of HEI & copy of guidelines	1 time	continuity	continuity	continuity	continuity	1 time	-	-	-	Public information cell & Admin	Campus chief
92.	Define the tools of published area such as newspaper, magazine, bulletin etc.	Publication of such tools	1 time	continuity	continuity	continuity	continuity	1 time	20,000	30,000	50,000	Public information cell & Admin	Campus Chief
93.	defining the time of publishing such information and prepare its guidelines	Activities of defining & copy of guidelines	1 time	continuity	continuity	continuity	continuity	1 time	-	-	-	Public information cell & Admin	Campus Chief
94.	Collection of such publication since two years in the institutional profile	Collection of data sheet	1 time	continuity	continuity	continuity	continuity	5 times	-	-	-	Public information cell & Admin	Campus Chief
95.	Preparation of guidelines to collect such response	Copy of guidelines & activities	1 time	continuity	continuity	continuity	continuity	5 times	-	-	-	Public information cell & Admin	Campus Chief
96.	Making a system to evaluate the impact of public information on quality improvement	Copy of evaluate sheet & copy of guidelines	1 time	continuity	continuity	continuity	continuity	5 times	-	-	-	Public information cell & Admin	Campus Chief
97.	Preparation of impact analysis report in HEI	Copy of impact analysis	1 time	continuity	continuity	continuity	continuity	5 times	-	-	-	Public information cell & Admin	Campus chief

Criteria-9 Miscellaneous

98.	Construction of Education Building	Observing report of renovated building	$\frac{1}{2500000}$	$\frac{1}{2500000}$	-	-	-	2 times	50,00000	-	50,00000	Campus Mgmt Committee.	Campus chief
99.	Completion of canteen	Observing the report of canteen.		$\frac{1}{1500000}$	-	-	$\frac{1}{1500000}$	2 times	15,00000	1500000	30,0000	Campus Mgmt Committee.	Campus chief
100.	Construction of Commercial CUM educational building	Observing the report of buildings	$\frac{1}{20000000}$	20000000	20000000	20000000	20000000	1 times	60000000	40,000000	10,0000000	Campus Mgmt Committee.	Campus chief
101.	Others	Observing the report of buildings	10,00000	10,00000	10,00000	10,00000	10,00000	5 times	60,00000	40,00000	50,00000	Campus Mgmt Committee.	Campus chief

Projected Annual work plan (2022) Based on 5 years strategic planning (2022-2026)

Criteria-1 (policy and procedures)

S.N	Activities/work	Lead Role	Strategy of monitoring	When to do? (Jan-Dec)												Re mark	
					1	2	3	4	5	6	7	8	9	10	11		12
1.	Preparation of strategic planning of HEI	Campus chief	Supervision by TQAC	-	✓												
2.	Preparation of annual plan of the campus.	Campus chief	Supervision by TQAC	30,000	✓												
3.	Construction of feedback mechanism (IQAC)	Co-ordinator of CMC	Supervised by CMC	-		✓											
4.	Formation of annual action plan.	Admin	Observing the copy of annual action plan.	-	✓												
5.	Involvement of student to form SSR	IQAC	Decision made by IQAC.	-			✓										
6.	Preparation of the provision of academic Audit.	IQAC	Action takes to the provision of academic audit.	-				✓									
7.	Establishment of RMC cell at campus	CMC	By observing the function of RMC	200,000			✓										
8.	Formation of academic calendar with related curriculum of T.U.	Dpt. Heads	Preparation of academic calendar	30,000				✓									
Criteria-2 (Curricular Aspects)																	
9.	Establishment of ECA	CMC/IQAC	By observing the activities	40,000	✓												

	at campus.		of ECA															
10.	Establishment of institutional network with industries, bank, financial institutions	IQAC/campus chief	By observing the list of MOU with these institutions.	-					✓									
11.	Formation of CSR (corporate social responsibilities) to provide free ship or scholarship to students.	CMC/IQAC	By looking the formation and guidelines of CSR	100,000		✓												
12.	Practices to impart moral & ethical values like guest lecturer, clean cheat activities etc.	campus chief/Dept. of library	By observing the activities of services.	20,000	✓													
13.	Preparation of admission policy to new graduates.	Admin/Dpt. Heads	By supervision the policy of admission Its activities	20,000	✓													
14.	Preparation of institutional policy to prepare teaching plan.	Admin/Dpt. Heads	By supervising the activities of teachers staff	10,000		✓												
15.	Preparation of institutional policy to adopt learner concerned teaching method like teaching laptop, computer and projector etc.	Admin/Dpt. Heads	By observing the activities of learner centered method	10,000					✓									
16.	Preparation of policy to provide bridge or remedial course to weak students.	Admin/sub-teachers	By observing the policy of remedial class and activities	10,000						✓								
17.	Preparation of academic plan on a)Teaching days per year b)Teaching VS None teaching staff c)Numbers of visiting lectures d)Percentage of class taught. Time or full time faculty.	Admin/Dpt. Heads	By observing the academic plan on such activities	20,000		✓												
18.	Preparation of comprehensive student prospectus by	Admin/Dpt. Heads	By observing the copy of prospectus	10,000			✓											

	mentioning detail orientation program																	
19.	Formation of exam committee to define rules and responsibilities by making comprehensive guidelines.	Admin/Dpt. Heads	By observing the activities of exam committee and guidelines	10,000					✓									
20.	Preparation of institutional provision to appoint new faculty member by maintaining university guidelines.	Admin/CMC	By observing the copy of guidelines	20,000						✓								
21.	Preparation of a data of a staff who have attended any seminar/workshop/meeting during the two years.	Admin/Dpt. Heads	By observing the data appreciation letter and other document	-		✓												
22.	Preparation of a form of self appraisal to evaluate performance of faculty in teaching research extension program annually.	Admin/campus chief	By evaluating the form of self appraisal	10,000							✓							
23.	Preparation of a form of annual appraised to implement it on regular basis.	Admin/Dpt. Heads	By evaluating the form of annual appraisal and its policy	10,000						✓								
24.	Preparation on a system of annual student's appraisal of a institutional experience.	Admin/Dpt. Heads	By evaluating the form of annual appraisal and its effect	10,000									✓					
25.	Preparation of a faculty development policy to organize seminar/workshop training to develop each faculty.	Admin/Dpt. Heads	By evaluating the policy & events of programs	100,000								✓						
26.	Preparation of a new innovation technique in teaching learning Activities.	Admin/Dpt. Heads	By observing the technique in classroom and its positive effect	-				✓										
Criteian-4 Research, consultancy & Extension.																		
27.	Preparation of a	RMC/	By observing the	100,000								✓						

	faculty development policy of RMC with allocation of proper budget.	CMC	guidelines of RMC															
28.	Promotion of teacher's percentage in re-search & guiding Activities.	RMC/ CMC/ADMIN	By observing the activities of teachers in research & guiding activities	-											✓			
29.	Publication of Research journal	RMC	By observing the copy of research & journal.	150,000												✓		
30.	Promotion of master level classes in HEI.	CMC/Admin	By observing the classes of M.Ed in HEI	60,000					✓									
31.	Designate a person for the conduction of extension activities.	RMC/Admin	By observing the appointment letter and work of the person	100,000						✓								
32.	Preparation of a plan to enrich extension activities of the institution.	Admin/RMC	By observing the activities of extension plan or guidelines	10,000							✓							
33.	Planning to involve teachers & student in the extension activities.	Admin/RMC	By observing the plan and extension activities	-								✓						
34.	Keepings records to collaborate with NGO & INGO'S for extension activities for last 3 years.	Admin/RMC	By observing the MOU & other activities	-									✓					

Criteria-5 Infrastructure & learning resources

35.	Preparation of comprehensive master plan & projected extension in the future.	Campus chief/ Admin	By observing the copy of master plan	100,000			✓											
36.	Preparation of plan to meet the need for augmenting the infrastructure and list of all support facilities for conducting the education plan.	Campus chief/ Admin	By observing the copy of plan & supporting facilities	-				✓										
37.	Preparation of a plan for regular maintenance at collage	Campus chief	By observing the copy of plan	-											✓			
38.	Planning to make the optimum utilization of infra structure facility.	Campus chief/ Admin	By observing the copy of plan	-													✓	
39.	Planning to make &	Campus chief/	By observing the copy of	-	✓													

	encourage using the academic facilities by eternal agencies.	Admin	plan															
40.	Planning to make institution to make clean, green & pollution free.	Campus chief/ Admin	By observing the copy of planning & activities	10,000			✓											
41.																		
42.	Planning for providing computer facility to students.	Campus chief/ Admin	By observing the copy of planning & activities	-			✓											
43.	Preparation of comprehensive lab manual by predicting total working hours.	Campus chief	By observing the copy of activities of lab manual	-		✓												
44.	Management of computer in each department and CCTV with internet facility.	Admin	By observing the computer, CCTV & internet at campus	-	✓													
45.	Preparation of computer aided learning packages.	Admin/Dpt. Heads	By observing the packages of computer audit learning	-					✓									
46.	Doing agreement with service provider for regular maintenance & updating computers.	Campus/Dpt. Heads	By observing the MOU with service provider	-			✓											
47.	Construction of first aid unit by managing minimum clinical facilities.	Admin/Dpt. Of P.T	By observing the activities of first aid unit	10,000						✓								
48.	Development of separate unit to look after the sports & physical activities at college.	Admin/ IQAC Sports unit	By observing the policy & the activities of sports & physical activities	100,000								✓						
49.	Maintaining records who participated local regional, national and international level of sports	Admin/ S.P unit	By observing the action plan & record of a campus	-				✓										
50.	Management of clean drinking water & facilities of toilet.	Admin/ CMC	By observing the mgmt. of clean drinking water & toilet	50,000									✓					
51.	Defining the working hours of the library by making proper guidelines.	Admin of library/ Campus chief	By observing the activities & guideline of the library	-			✓											

52.	Preparation of systematic records of the library(magazine, Newspaper, E-library)	Admin of library	By observing the activities of library	-							✓							
53.	Making the list of resource which are recently added during two years with proper budget.	Admin of library & CMC	By observing the list & Accounting them	200,000				✓										
54.	Construction and preparation of Dpt. Library with proper facilities.	Admin of library & CMC	By observing the construction activities	50,000							✓							
55.	Preparation of organization structure of the library.	Admin of library	By observing the structure of the library	-													✓	
56.	Preparation of staff developing program of the library	Admin of library	By observing the copy of staff development programs	-														
57.	Automation of the library.	Campus chief CMC	By observing the activities of automation	-													✓	
58.	Allocation to the regular budget of the library.	CMC/Admin	By observing the activities of allocation of budget	500,000		✓												
59.	Management of the library to provide different services.	Admin of library/ CMC	By observing the activities of mgmt	-							✓							
60.	Analyze the annual result by preparing result by preparing result analysis report.	Exam Dpt./ Admin	By observing result analysis reports	10,000													✓	
61.	Conducting tracer study report on regular basis to pass diff. exams.	Exam Dpt./ Admin	By observing the copy of tracer study report	10,000								✓						
62.	Publication of student's prospectus Annually.	Dpt. Heads/ Admin	By observing the copy of prospectus	10,000					✓									
63.	Preparation of guidelines for scholarship to students.	Admin/ CMC	By observing the copy of guidelines	-							✓							
64.	Preparation of a list of students receiving financial aids to student.	Admin/ CMC	By observing the copy of list	-				✓										
65.	Formation of	Admin/	By observing the copy of	-													✓	

	employment cell by preparing its guidelines.	CMC	guidelines															
66.	Formation of motivational/concealing cell at campus.	Admin/ Campus chief	By observing the policy & activities of alumni	-	✓													
67.	Record of employed students through placement service.	Employment cell Admin	By observing the activities of employment cell	-									✓					
68.	Management of recreational activities in leisure time for students.	Admin/ Campus chief	By observing the recreational activities	-										✓				
69.	Formation of EMIS cell at campus and prepare its guidelines by managing software to Account and library.	CMC/Admin	By observing the activities of EMIS & its guidelines and software	-	✓													
70.	Preparation of specification report of these areas for such analysis is being carried out.	EMIS cell/ Admin	Copy of such analysis	-							✓							
71.	Preparation of guideline of institutional data keeping & recording system.	EMIS cell/ Admin	By observing the copy of guidelines & data keeping & recording system	-								✓						
72.	Making information open to stakeholders by using web-sites & social media.	EMIS cell/ Admin	By observing the behavior of transparency	-									✓					
73.	Making information open to stakeholders about method of study & analysis for formation the report of EMIS	EMIS cell/ Admin	By observing the such activities & analysis	-										✓				
74.	Formation of formal feedback mechanism by preparing its guidelines.	EMIS cell/ Admin	By observing the activities of such mechanism & copy of guidelines	-													✓	
75.	Preparation of impact analysis report to its stakeholders.	EMIS cell/ Admin	By observing the impact analysis report	-						✓								
76.	Preparation of a proof of quality improvements due to	EMIS cell/ Admin	By observing the report of a proof of quality improvements	-							✓							

	such activities.																
77.	Formation of public information cell & prepare its guidelines.	CMC/ Admin	By observing a copy of guidelines & decision of CMC	-	✓												
78.	Define and predict the area of information cell in its guidelines.	CMC/ PIC	By observing the activities of PIC & guidelines	-		✓											
79.	Defining the tools of published area such as bulletin, newspaper, magazine, social sites etc.	CMC/ PIC	By observing the decision & published area	-									✓				
80.	Defining the time of publishing such areas by preparing its schedule guidelines.	CMC/ PIC	By observing the activities of timing & schedule	-						✓							
81.	Collection of such publication within two years in the campus profile.	PIC/ Admin	By observing the collecting profile	-												✓	
82.	Preparation of guidelines/record to collect such responses.	PIC/ Admin	By observing the activities of guidelines	-								✓					
83.	Making a system to evaluate the impact of public information on quality improvements.	PIC/ Admin	By observing its impact & activities	-										✓			
84.	Preparation of impact analysis report.	PIC/ Admin	By observing its reports	-												✓	
85.	Completion of New Educational Building	Campus Chief	By observing the report of building.	2500000										✓			
86.	Construction of Commercial CUM Education building	Campus Chief	By observing the report of building.	20,00000												✓	
87.	Others	Campus Chief	By observing the report of the work.	10,00000								✓					

Annual Action Plan 2022 (Based On Annual Plan 2022)

S.N	Work/Action	objective	strategies	Activities	Supervision	Responsibility	Remarks
1.	Preparation of strategic planning of HEI	Making work systematic &	By assigning responsibility to	(I) Meeting of CMC (ii) Decision to	Supervised by IQAC &	- SSR preparation Team	-

		trustworthy	SSR team.	handover responsibility (iii) Approving the plan	Campus chief		
2.	Preparation of annual work plan	Making work easy and Accountable	By assigning responsibility to IQAC & SSR team	(I) Meeting of IQAC (ii) decision to give responsibility (iii) Approve the plan	Supervised by campus chief & chairman of HEI	- SSR preparation Team	-
3.	Construction of feedback mechanism.	Making work fast effective & prepare SSR effectively	By forming IQAC on the chairmanship of campus chief.	(I) Meeting of CMC (II) Formation of committee & handover the rights to prepare SSR. (III) Approved it by CMC	Supervised by campus chief & Chairman of HEI.	- SSR preparation Team	-
4.	Formation of Annual Action plan.	Making work fast and measurable	BY forming a team to make Action Plan	(I) Meeting of IQAC (II) Giving responsibility. (III) Approve it by IQAC.	Supervised by IQAC & Campus chief.	Team of forming Action plan.	-
5.	Involvement of student to form SSR.	Create responsibility & transparency	By involving student's representative in SSR team.	(I) Requested students to select representative. (II) Meeting of IQAC	Supervised by Campus Chief & Member of IQAC.	IQAC & Chairperson of HEI.	-
6.	Preparation of the provision of academic audit.	Create quality education & remedial treatment	By inviting poor group of member from another college.	(I) Formation of form (II) Monitoring campus's activities. (III) Submit report.	Supervised by IQAC & campus chief & Chairman of HEI.	IQAC & Admin	-
7.	Establishment of RMC at campus.	Solving problem through research	By involving students and teachers.	(I) Meeting with students & teachers. (II) Requesting budget to CMC (III) Establishment	By chairperson of CMC/IQAC & Admin.	IQAC/RMC & Admin	-

				of RMC at campus.			
8.	Formation of academic calendar with related curriculum of T.U.	To perform academic activities properly.	By involving dept. Head & CMC member.	(I) Meeting of admin (II) Form a community to prepare academic calendar. (III) Separate the budget	Campus Chief/ Admin	Calendar formation committee	-
9.	Establishment of ECA at campus	To develop physical and mental Activities	By involving lectures and students.	(I)Organize the meeting of students & teachers. (II) Forming a group of ECA.	Campus chief/ Dpt. Heads	ECA committee & Co-ordinator	-
10.	Establishment of institutional network with industries, banks & financial institutions etc.	To make cordial relationship with other stakeholders at collage	By inviting those personalities or represent.	(I)Held meeting with its stakeholders. (II) Do MOU with them. (III) Exchange mutual help among these organizations.	Supervised by campus authority & chairperson of CMC.	(I)Campus chief (II) Admin	-
11.	Formation of CSR to provide freeship & scholarship to students	To support the needy students.	(I) By selecting needy student (ii) By organize different program to collect fund.	(I)Formation of CSR by making guidelines. (II) Distribute funds according to the report of CSR.	Supervised by the chairperson on of CMC	(I)Campus Chief (II) Dept. Heads	-
12.	Practices to impart moral & ethical values by arranging guest lecture, clean cheat program etc.	To enrich moral values to students	(I)By making guidelines (II)By inviting guest lecturers and other arrangements.	(I)Preparation of guidelines (II) Invitation of guest lectures. (III) Arrangement of clean cheat program.	Dpt. Heads	(I)Campus Chief (II) Asst. Campus Chief	-

13.	Preparation of admission policy to new graduates by the institution.	(I) To maintain quality education (ii) Selecting eligible students.	BY coordinating dpt. Heads & sub. Experts.	(I)Making guidelines. (II) Prepare questions. (III) Organize exams (IV) Published result & do admission accordingly.	Dpt. Heads	(I)Campus Chief (II) Asst. Campus Chief	-
14.	Preparation of institutional policy to prepare teaching plan.	To make teaching activities scientific & modern.	By co-ordinating dpt. Heads & staff of the campus.	(I)Organize staff meeting (II) Request to prepare teaching plan & unit plan.	(I) Dpt. Heads (II) campus chief	Every staff of the institution.	-
15.	Preparation of institutional policy to adopt learner cantered teaching method like laptop, project etc.	To make teaching lively & interesting	By managing laptops, projectors, multimedia etc.	Buy laptops, projectors by managing proper budget.			-
16.	Preparation of a policy to provide bridge/ remedial course to weak students.	Enrich the capability of weak students.	By selecting those weak students by preparing policy.	(I)Formation of a committee (II) Formation of rules (III) Approve from authorised agency, Collect data.	(I)Committee (II) Admin	Campus Chief	-
17.	Preparation of an academic plan. (I) Teaching days per year. (ii) Working days per year. (iii) Working load per week. (iv) Ratio on — Full/part time teacher — Teaching VS non teaching staff — Percentage of classes' tough/full	To manage teaching learning activities.	By managing academic plan.	(I)Give responsibility to EMIS cell (II)Separate extra incentives of them. (III)Manage Academic load.	Dpt. Heads	Campus Chief	-

	time faculty.						
18.	Preparation of comprehensive student prospectus by mentioning detail/orientation program.	To give new information to +2 graduates.	By forming new prospectus to select staff and handed responsibility to them.	(I)Preparation of draft (II)Manage it to compute (III)See proof reading & review (IV)Print and provide them in orientation days.	Dpt. Heads	Campus Chief	-
19.	Formation of exam committee to define rules & responsibilities by making comprehensive guidelines.	To evaluate students in proper way.	Conducting formal and informal evaluating system.	(I)Conduct subjective/objective test to students (II) Make portfolio to each student. (III)Provide enough feedback.	Dpt. Heads	(I) Exam committee (II) Campus Admin.	-
20.	Preparation of institutional provision to appoint new faculty members by maintaining university guidelines.	(I) To appoint qualified members (ii) Promote quality education.	By preparing guidelines and conducting exams.	(I)Prepare institutional policy (II) Conduct exam by announcing vacancy post. (III) Select qualified manpower (IV) Appoint them.	Selection committee co-ordinator.	(I) Campus Chief (II)Selecting committee.	-
21.	Preparation of data/list who have attended any seminar workshop meeting during two years.	To promote quality education & maintaining record.	Handed responsibility to EMIS section.	(I) Collect data (II)Collect letter of appointments or Rawana patra. (III) Collect photos or VCD.	Dpt. Heads	EMIS Cell.	-
22.	Preparation of a form of self appraisal to evaluate performance of faculty of teaching/research/extension program annually.	(I) To evaluate the progress of faculty. (ii) Create the habit of research to students.	By handling the responsibilities to RMC/Concerned authorities.	(I)Preparation of a form of self appraisal. (II) Formation of HEI'S decision mine	(I) Dpt. Heads (II) co-ordinator of each.	(I)Campus chief (II) Admin.	-

				(III) Official records for administration. (IV) Create individual files.			
23.	Preparation of a form of annual appraisal to implement it on regular basis.	To enrich the capacity of teacher/staff	By preparing & implementing annual or peer appraisal.	(I)Preparation the format of performance/peer appraisal (II) Notice to announce the PA form (III) Keeping the systematic records.	(I) Dpt. Heads (II) Admin.	Campus Chief	-
24.	Preparation on a system of annual students appraised of an institutional experience.	To improve the capacity/quality of students on teaching learning activities.	By co-ordinating with HEI staff & students.	(I)Develops forms for students evaluation on institutional experiences (II) Notice to call students for evaluation. (III) Annual analytical reports.	Dpt. Heads & Asst. Campus chief	Campus Chief	-
25.	Preparation of faculty development policy to organize seminar/workshop/training conferences to develop each faculty.	(I) To improve the quality of education (ii) To provide new information to teachers/learners.	By co-ordinating with students/Teacher trainer or facilitators.	(I) Develop faculty management policy (II) Allocate annual budget (III) Make regular schedule/academic calendar to develop such programs.	(I) Dpt. Heads (II) Asst. Campus chief.	Campus Chief	-
26.	Preparation of a new innovative technique in teaching & learning activities.	(I) To invent new ideas/technique (II) To maintain records.	By co-ordinating with teachers/Students.	(I) list out the teachers who involve with IT. (II) list of ICT materials	Dpt. Heads	Campus Chief	-

				(IV) Photos of such programs.			
27.	Establish linkage between national & international agencies on teaching / research.	To male relation well& exchange programs.	By co-ordinating diff. Institution (national/international) organization	(I) Develop linkage with them with Letter/Email. (II) Do MOU with them (III) Separate budget	Admin	(I)Campus Chief (II) co-ordinator of RMC.	-
28.	Preparation of a faculty development policy of RMC with allocation of proper budget.	(I) To innovate new ideas through research (ii) To be habituated on research.	By inspiring students & teachers.	(I)Formation of RMC (II) Allocate the budget. (III) Start to do research on given topic.	Co-ordinator of RMC members.	Co-ordinator of RMC/Admin.	-
29.	Promotion of teacher's percentage in re-search & guiding activities.	To involve on research on teaching and learning	By inspiring teachers on research.	(I)Decision of CMC to involve teachers on research (II) Give some incentives to teachers. (III) Create system of keeping research.	By RMC members	Co-ordinator of RMC/Admin	-
30.	Publication of research journal.	(I)Find out the solution through research. (ii) Habituated on research	By inspiring teachers/student stakeholders on research	(I)CO-ording with whole research work. (II) Promote research skims (III) Promotion case study project work to research	By RMC members	Co-ordinator of RMC/Admin	-
31.	Promotion of master level classes in HEI.	(I)To provide quality education on master level. (ii) Provide the	By co-ordinating with stakeholders.	(I) Making decision by CMC (II) Apply for the permission for	By Dpt. Head Or Co-ordinator of degree classes	Campus chief chairperson of CMC	-

		facility of further study on higher education.		master degree classes (III) Manage funds for classes.			
32.	Designate of person for the conduction of extension activities.	(I)To promote extension activities effectively (II) To enrich overall activities of students.	By co-ordinating Admin & CMC & students.	(I)Give responsibilities to concern team. (II) Appoint the co-Ordinator of the team.	By Admin/ By Dpt. Heads	Campus Chief	-
33.	Preparation of a plan to enrich extension activities.	To regularize the extension activities effectively.	By co-ordinating With the co-ordinator of e.A & students guardians.	(I)Make a plan to organize blood donation program, debate program, quiz contest, spelling contest etc.	By Admin/ By Dpt. Heads	Campus Chief	-
34.	Planning to involve teacher & student to involve extension activities.	(I) To create mutual understanding between teachers & students. (II)TO make effective outcome from work.	By co-ordinating with the stakeholders of extension activities.	(I)Give responsibility to the co-ordinator of the extension to make a plan. (II) Do decision from IQAC/CMC (III) Separate budget from CMC.	By Admin/ By Dpt. Heads	Campus Chief	-
35.	Keeping record to collaborate with NGO & INGO in extension activities for last 3 years.	(I) To maintain profile extension Activities (II) To strength mutual relationship to INGO & NGO.	By collaborating with teachers & co-ordinator of extension activities.	(I)Search records from campus minute and other documents. (II) Analyze record of the institution & keep records.	Admin/ Dpt. Heads	Co-ordinator of extension Activities.	-
36.	Preparation of comprehensive master plan and projected expansion in the future.	(I)To work systematic way (II) To manage resources & fund	By co-ordinating stakeholders.	(I)Discussion with stakeholder (II) Give responsibility to	Admin & Ass campus chief	Campus Chief & Chairperson of CMC	-

		properly.		make it to campus chief by separating certain budget. (III) Approve it from the meeting CMC & IQAC.			
37.	Preparation of a plan for augmenting the infrastructure and list of all support facilities for conducting the educational plan.	(I)To develop the HEI effectively (II) To find out the major faults on the process of development and manage solutions.	By co-ordinating with CMC, GO, INGO, Municipality.	(I)Do discussion with stakeholders by organizing a meeting (II) Form a group to prepare a plan by giving some incentives or responsibility.	Admin & Member of CMC	Campus chief & Member of CMC or IQAC.	-
38.	Preparation of a plan for regular maintenance at collage.	(I)To protect the physical infrastructure of HEI (II) To preserve its beauty & create sustain ability of HEI.	By co-ordinating with CMC & construction committee of campus.	(I)Do proper discussion with CMC members. (II)Formation of a construction committee by involving guardians & teaching staff. (III) Plan according to their suggestions. (II) Approve it from CMC meeting.	Admin & Member CMC	Campus Chief & Chairperson of CMC	-
39.	Planning to make optimum utilization of infrastructure facility.	(I)To utilize the infrastructure in proper way (II) To generate extra resource from there.	By co-ordinating with local community GO & non-GO.	(I)Formation of a committee to make a plan. (II) Approve it from the meeting. (III) Prepare it action plan & do accordingly.	Admin & Member of CMC or IQAC	Campus Chief & Member of CMC.	-
40.	Planning to make &	(I) To develop &	By co-ordinating	(I)List out the	Admin	Campus	-

	encourage using the academic facilities by external agencies.	promote academic program effectively (II) To enrich the quality of HEI	with concerned agencies.	contribution of external agencies. (II) Do MOU with them (III) Create mutual relation with them	& Member of CMC	Chief & Dpt. Heads.	
41.	Planning to make institution to make clean, green & pollution free.	To make clean & green environment.	By co-ordinating with students, teachers & stakeholders.	(I)Organize multi lateral meeting with stakeholders. (II) Make a plan by forming a committee (III) Execute the plan by raising funds.	Dpt. Heads & CMC members	Campus Chief.	-
42.	Planning for providing computer education to students.	To provide the knowledge of ICT.	By co-ordinating computer & students.	(I)Make a plan by providing knowledge of computer (II) Make manual for operating computer (III) Run the classes for students.	(I)By Dpt. Heads (II) CMC member.	(I)Campus chief (II) Computer operator teachers.	-
43.	Preparation of comprehensive lab manual by predicting total workings hours.	To make lab service reliable & manageable.	By co-ordinating lab technician & students.	(I)Do proper discussion to stakeholders (II) Prepare lab manual and execute by CMC meeting (III) Do maintenance of computer regularly.	(I) Dpt. Heads (II) Lab mgmt. Committee.	Campus chief & Lab technician.	-
44.	Management of computer in each department & CCTV with internet facility.	To make and care the intuition properly	By managing funds from stakeholder.	(I) Do meetings with stakeholders (II) Separate and	(I) Dpt. Heads (II) Lab technician.	Campus Chief	-

				manage budget properly.			
45.	Preparation of computer aided learning packages.	To fulfil the needs of learner about computer knowledge.	By managing computer aided learning packages.	(I) Do broader discussion with the learner & find out their needs. (II) Manage computer teacher & make service available.	Lab teachers.	Campus Chief	-
46.	Doing agreement with service provider for regular maintenance & updating computers.	(I) To maintain & update computer properly. (II) To provide uninterrupted service to learner.	By doing MOU with service provider.	(I) Contact at list three service provider & ask the quotations for it. (II) Do MOU with suitable service provider.	Computers teachers & CMC members.	Computer teachers	-
47.	Construction of first aid unit by managing minimum clinical facilities.	To provide primary treatments to the stakeholders	By co-ordinating primary health care centre & students.	(I) Separate budget from CMC (II) Buy Minimum medicine & tools which are used in primary treatments. (III) Give responsibilities to a experience person.	Campus Chief	Primary treatments unit or designated person.	-
48.	Development of a separate unit to look after the sports & physical activities at collage.	To promote physical development of students.	By co-ordinating CMC member, teachers & students.	(I) Formation of the unit from CMC/IQAC and give responsibilities by making guidelines (II) Manage the tools and grounds of physical sports.	By campus Chief	Sports unit of HEI	-
49.	Maintaining records who participated local national,	To maintain records for	By co-ordinating with sports	(I) Provide responsibilities to	By campus Chief	Sports unit or designated	-

	regional and international level of sports.	future/build history of sports.	section & admin of campus.	sports unit by separating some funds. (II) Prepare proper records connected to sports.		person.	
50.	Management of clean drinking water with the facility of toilets services.	To manage the service of sanitation & urinating.	By co-ordinating with students & CMC members.	(I)Provide the responsibilities to a unit by managing funds. (II) Manage lady oriented toilet to dispose and use pad.	By designated person from CMC /IQAC	Admin & CMC.	-
51.	Defining the working hours of the library by making proper guidelines.	To manage the library properly.	By forming the library mgmt. Committee.	(I)Formation of library mgmt. Committee (II) Prepare a guidelines (III) Give autonomy to this unit.	By designated person from CMC & campus chief.	Library Mgmt. committee	-
52.	Preparation of systematic records of the library about (magazine, Newspaper, bulletin, journal & E-library)	To systematize the library properly.	By conducting library Mgmt. Committee.	(I)Designate a person from a meeting. (II) Manage some incentives to the person. (III) Prepare records by making a periodic routine.	By library mgmt & Admin.	Library	-
53.	Making the list of resources which are recently added during two years with proper budget.	(I)Keeping records for the future (II)Identify the needed resources	By co-ordinating with Admin. Of the library.	(I)Designate a Person to give responsibility. (II) Prepare the list by using certain format.	Head of the library Or Campus chief	Designated person for this work.	-
54.	Construction of Dpt. Library	To provide extra	By co-ordinating	(I)Do decision to	Campus Admin.	Dpt. Heads	-

	with proper facilities.	service to the stakeholders.	with the committee of library & Admin or Dpt. Heads.	set up the library in Dpt. Head meeting. (II) Purchase needed materials by managing some budget.			
55.	Preparation of organizational structure of the library.	Manage the library in proper way.	By co-ordinating the library committee & dept. Heads.	(I) Do meetings with stakeholders. (II) Prepare the structure of library.	Head of library and Admin.	Designated person to work.	-
56.	Automation of the library.	To keep separate identify of the library	By co-ordinating with CMC, Admin & library M.C	(I)Do decision for automation of the library in HEI. (II) Prepare its guidelines.	Admin. Of campus	Campus chief and & chairperson of HEI.	-
57.	Allocation of regular budget to the library.	To make equipped library with minimum facilities.	By co-ordinating with CMC & Admin.	The library request to HEI for separating budget by making its plan.	Admin.	Library committee & staff.	-
58.	Management of library to provide different services.	Availability of facilities in low cost to service holders.	By managing budget & involving students and library staff.	(I)To run circulation services (II) Maintenance/ referral services. (III) Information display/ Notification service. (IV) Photo copying and printing. (V) Users orientation/information literacy (VI) Inter/Intra library facility with lone services. (VIII) Networking/ Power backup.	By Admin & Dpt. Heads	Designated person in the library & committee of the library.	-

59.	Annalizing the condition of the preparing library analysis reports.	To create quality in education by evaluation.	By involving students & teachers for preparing reports.	(I)Do the task on Average number of books returned & issue per day. (II) Average numbers of regular visitors. (III) E-library service. (IV) Ratio of library books to enrolled students.	By the committee of tracer Study.	Campus Chief.	-
60.	Analyzing the annual result by preparing result Analysis report.	To improve the weak/strong condition of students by detecting result.	By conducting different tools of evaluation i.e. exam evaluation cell.	(I)Percentage of regular students appearing for the exam. (II) Detect dropout rate from cause. (III) Progression to further study. (IV) Prominent position held by Alumni.	Campus chief/ Dpt. Heads	Admin of Ex-dept.	-
61.	Conducting tracer study report on regular basis to find out passing different exams of the sates.	To detect the outcome of curriculum and its evaluation.	By conducting survey to prepare tracer study report by collecting & analysis of the available data.	(I)Pass rate of civil service exam (II) Other employment related programs. (III) International level entrance exam. (IV) Prominent positions held by alumni of this HEI.	Tracer study Co-ordinator Or Campus chief.	Tracer study committee.	-
62.	Publication of student's prospectus regularly.	To familiarize students about the condition of campus &	By co-ordinating with students or teacher to form an executive	(I)Collect the features of campus & Curriculum (II) Printing it by	By Campus Admin	Committee of forming prospectus	-

		curriculum.	committee.	making prospectus to familiarize the campus & its activities.			
63.	Preparation of guidelines to provide scholarship to students.	To help financially weak students.	By co-ordinating with NGO, INGO, HEI & reputed responsibility of the society to make and collect funds.	(I)Form a community to prepare its guidelines. (II)Raise the funds to help poor or needy students. (III) Make fund or sustainable income source. (IV) Manage the other source of scholarship.	By Chairman of CMC	Admin Of HEI.	-
64.	Preparation of a list to students who received financial aid during two years.	To create records & show transparency.	By co-ordinating with account Dpt. Of the HEI.	(I)Formation of a group by CMC/IQAC. (II) Co-ordinate with account dpt. And collect the list of benefited students.	BY Admin.	Authorial person from admin.	-
65.	Formation of employment cell by preparing its guidelines.	Make economically strong students by getting/creating jobs.	By forming a group from teachers/ students through the meeting of CMC/IQAC.	(I)Formation of employment cell at campus by the decision of CMC/IQAC. (II) Do MOU with other financial institution for the case of manpower. (III) Keep the records by contacting needy students and	Admin.	Campus chief/chairperson of CMC /IQAC Or Co-ordinator of employment cell	-

				institutions need.			
66.	Formation of motivational counselling cell at HEI by preparing its guidelines.	To motivate students on certain issue & text.	By forming committee From motivator/teacher.	(I)Prepare guidelines. (II) Suggest needy students by counselling. (III) Keep record regularly.	Campus Chief	Motivator or co-ordinator of counselling cell.	-
67.	Preparation of record of employed students through placement service.	Promotion of placement services by getting employments.	By promoting the activities of placement services.	(I)Designate a person to keep record of employed personality. (II) Do work of mediator between employee & employer.	Campus Chief	Co-ordinator of employment cell.	-
68.	Management of recreational activities in leisure time for students.	To entertain, enjoy or use leisure time properly.	By co-ordinating with sports committee & other essential groups.	Mgmt of indoor games, outdoors games, nature & debate club, students magazine & cultural or Audio-Visual and internet facilities for students.	Admin	Designate person for doing this work by IQAC/CMC.	-
69.	Formation of EMIS cell at campus by preparing its guidelines & managing software to account & library section.	Promotion of digitalized technology in HEI.	By managing budget & software provider.	(I)Separation of budget from the meeting of CMC. (II) Formation of cell. (III) Start to keep records by software.	Admin	Designate person for EMIS cell & campus chief.	-
70.	Preparation of specification reports of these areas for such analysis is being carried out.	To find out the reality of their area & do accordingly.	By co-ordinating of these area to prepare a reports.	(I)Designate a person to keep such records by IQAC.	The member of CMC Or IQAC	Co-ordinator of EMIS cell	-

				(II) Designate person should contact such areas to make a report. (III) Submit it in concerned agency.			
71.	Preparation of guidelines of institutional data keeping & recording system.	To make data authentic & create transparency.	By co-ordinating different organs of the campus.	(I) Designate a person to make guidelines through IQAC. (II) Preparation of guidelines & Approve from IQACCMC	Campus chief & Admin	Designated person from IQAC & CMC.	-
72.	Making information open to all its stakeholders by using web-site/social media etc.	To create sense of transparency.	By co-ordinating with diff. Section or Dept. Of HEI.	(I) Collect information by making report like Academic reports, Financial reports and others. (II) Issue reports by annual reports/websites or social media.	Campus chief & Admin	Designated person to prepare the EMIS reports.	-
73.	Making the information open to stakeholder about "method of study & Analysis" for formation of EMIS.	Create the sense of transparency.	By co-ordinating with accounts dept. & EMIS cell.	(I) Selecting appropriate method of study & its analysis for the preparation of EMIS reports. (II) Taking feedback by posting any media. (III) Do according to suggestions.	Admin & Campus Chief.	Designated person of EMIS to prepare reports.	-
74.	Formation of formal feedback mechanism by	Developing HEI through feedback	By co-ordinating with EMIS &	(I) Designate a committee to	Dpt. Heads &	Co-ordinator of feedback	-

	preparing its guidelines.	(by its suggestions)	feedback committee.	prepare feedback mechanism & IQAC. (II) Prepare guidelines & do approve through IQAC.	Admin	mechanism & campus chief.	
75.	Preparation of impact analysis reports to its stakeholder its impaction decision making process.	Make & create positive impact of HEI.	By co-ordinating concerned agency & giving responsibilities to someone.	(I)Collect data & methods to prepare reports. (II) Report is approved by IQAC & distribute to its stakeholders.	Dpt. Heads & IQAC	Co-ordinator of impact analysis reports.	-
76.	Preparation of a "proof of quality improvements" due to such activities.	To see the improvement on quality education.	By co-ordinating concern agencies.	(I)To collect data and such activities of information system. (II) Detect the prospects of information system & prepare its reports. (III) Approve by IQAC & distribute of concern agency.		Co-ordinator of report preparing team.	-
77.	Formation of public information Cell & prepare its guidelines.	To create transparency of HEI.	By co-ordinating with concern agencies such as students, teachers, CMC member & guardians.	(I)Realize the importance of IC. (II) Collect samples and form a cell in HEI. (III) Do improvements from IQAC.	Dpt. Heads & IQAC	Co-ordinator of PIC	-
78.	Define & predict the area of information in its guidelines.	To detect the suitable criteria & lead the institution	By co-ordinating with concern agencies/ area	(I) Find out the area of academic administration,	Dpt. Heads & IQAC	Co-ordinator of report preparing team.	-

		accordingly.	dpt. Etc	Financial and other areas for information. (II) Prepare report in each area and its activities with data. (III) Approve it from IQAC.			
79.	Defining the tools of publishes area for PIC.	To select the suitable area tools to display the reports.	By co-ordinating with concern agencies.	(I) Define & predict the tools such as newspaper, magazines & special magazines etc. (II) Public the records basis.	Dpt. Heads & IQAC	Co-ordinator of the program Or Campus chief.	-
80.	Defining the times of publication such areas by preparing its schedule.	Public report on time.	By co-ordinating with its stakeholders.	(I)Preparation schedule for publication. (II) Prepare reports on concerned area. (III) Published regularly on time.	Head of Dpt.	Co-ordinator of PIC	-
81.	Define the area of publication maintain record of such publication within campus within two years in the campus profile	Creating records for the future.	By co-ordinating with concern agencies.	(I)Designate a person to keep records. (II) Keep records by making report. (III) Improve and develop the records.	Co-ordinator of IQAC	Co-ordinator of the work.	-
82.	Preparation of record to collect such responses.	To get proper feedback & re-enforcement from stakeholders.	By co-ordinating with concerned departments.	(I) Designate a person to keep records. (II) Collect responses on by one to maintain it.	By Co-ordinator of IQAC	Co-ordinator of the work.	-

83.	Making a system to evaluate the impact of public information on quality education.	To create the system of transparency	By co-ordinating with its stakeholders.	(I) Making s guidelines to collect such responses. (ii) Prepare impact analysis report (iii) Evaluate by examining the activities.	Campus chief/ Member of IQAC	Designated person to prepare such responses.	
84.	Preparation of impact analysis reports.	To enhance quality education & create the system of transparency.	By co-ordinating its stakeholders	(I) Prepare a team to do such work. (ii) Approve it by IQAC (iii) Prepare the report	Campus chief member of IQAC	Designation team to prepare it.	
85.	Completion of New Academic Building	To create Physical facility	By coordinating with UGC & others	I) Preparation of Strategic Plan II) Apply for budget	Campus Chief	CMC Members	
86.	Construction of commercial CUM Educational buildings	To create physical facility & sustainable income	By coordinating with UGC & other Stakeholders.	I) Preparation of Strategic Plan II) Apply for budget	Campus Chief	CMC Members	
87.	Others/Miscellaneous	To enhance the goal/aim	By coordinating with Stakeholders	I) Preparation of Strategic Plan II) Apply for budget	Campus Chief	CMC Members	