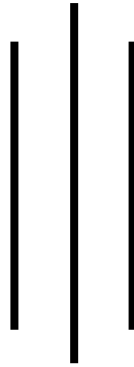




DAMAK MULTIPLE CAMPUS

DAMAK-9, JHAPA

ESTD: 2038



ANNUAL REPORT

2075/076

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Date of Report Endorsement: 2076/04/15

Executive Summary

Damak Multiple Campus, established in 2038 B.S., is a leading community campus in the eastern region of Nepal. It has contributed a lot to uplift higher education providing quality education through different programs. There are BBS, BBA, MBS under Management stream; B.SC. In Science stream and B.ED. In Education Program. Humanity faculty runs BA, BSW and BCA in this campus. BBA and BCA are recently launched and most awaited programs in this area and these programs are running in full phase now. It is anticipated to launch B.Sc.CS & IT in near future. From its inception onward, the role, responsibility and commitment of the educationalists, social activists, political representatives, guardians and students is highly praiseworthy for its growth and development. Campus has defined its own vision, mission, goals and objectives.

Infra-structural Development

Damak Multiple Campus has sufficient infra-structures to run the current programs, but added new programs require further buildings for new classes. Now the campus has the following physical facilities and land.

- Land -3 Bighah, 6 dhur
- Main Building (3- storey)
- Science Building (2- storey)
- Master Degree Building (3- storey)
- Library Building (3- storey)
- Science and IT building (2- storey)
- BSW Block
- Administrative Building (2- storey)
- Conference hall-1, seminar hall-1
- Weather station-1
- Ladies Dressing and sanitary Room-1
- Bike and bicycle stand-3
- Spacious canteen-1
- Playground with drainage around it-1
- Student Common hall (under construction) (2-storyed)
- Women dressing room with attached rest room.
- Fiber roof from administrative building to main building
- Department chambers

Learning Resources

- Well developed computer lab
- Well equipped science labs
- Multimedia projector rooms
- Spacious .and well managed library with adequate accessories
- Extension of internet access for students in labs, library and in department chambers for faculties.
- Electronics lab

Research, Publication and Training/Workshop

Campus has given priority to conduct research activities regularly and in terms of time-bound frame work. It has also budgetary provision to support research and publications. It conducts and supports on the following areas of research, publications and training/workshops.

- Assistance for M. Phil. and Ph.D. scholars
- Support for Field work and Mini research for teachers and students.
- Support for group research for faculties and students.
- Support for Independent research for faculties
- Bulletin publication
- Periodic conduction and participating in training, conference, workshop in and outside the campus
- Publication of Academic Journals (at least once a year).
- Support for thesis and project work

Student Support and Guidance

- Provision of special fund for handicapped, blind and disable students.
- Special provision of scholarship for meritorious students, Janajati, Madheshi, Dalit and marginalized groups.
- Free-health camps, orientation, awareness, training and internships for students, staffs and society half yearly.
- Separate unit for job placement.
- Establishment of 'Indestructible Funds' for student support.

Quality Assurance and Accreditation (QAA)

(a) Second Higher Education Project

- Accredited- 2068/09/27 (B.S.)

(b) Higher Education Reform Project

- MoU in 2072/11/04
- Re-Accreditation: 2074/08/27 (B.S.)

Future Plan

Academic Plan

- Most demanded programs: B Sc. CS&IT, M. Ed (English Edu., Nepali Edu., EPM, Health Edu.), one year B. Ed, L.L.B.
- Way Forward to Program Autonomy

Physical Infrastructure

- Construction of hostel for the students from remote areas.
- Extension of the second storey of Science and IT building.
- Construction of garden with concrete lane.
- Indoor Game Chamber
- Construction of BBA, BCA Study Block & Lab.

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1. Background

Damak Multiple Campus is a community-based campus located to the eastern region of Nepal. It is one of the leading community campuses in Nepal, situated in Jhapa district, Damak municipality ward no. 09, about 200 meters south to East-west Lok Highway. Initially DMC was basically the educational centre for the local people. However, at present, its catchment area is extended to the eastern part of Jhapa, Ilam, Panchthar, Taplejung, Terthum, Bhojpur, Dhankuta and neighboring Rural Municipalities of Morang district.

DMC was established in 2038 B.S. with the great endeavor and contribution of educationists, social activities, politicians and local community to attain easy access for academic education in the local areas. In the beginning year, it commenced Management program in proficiency certificate level. Later, as per the need and importance, the campus extended various programs up to Master Degree level.

Campus General Assembly is the supreme legislative as well as executive body of the campus. It is responsible for formation, implementation and supervision of the budget. It provides executive power to campus management committee to run the campus. There is separate 'Lekha Samiti' for the supervision of Account system.

Vision of DMC

National leadership to ensure quality education, academic excellence and professional development.

Mission of DMC

DMC is committed to prepare highly qualitative, skillful and globally competent professionals with the help of advance technology and research-based educational and academic activities, and with the proper utilizations of its manpower and resources.

Goals:

- To add academic professional programs.
- To improve the internal efficiency and effectiveness.
- To upgrade the capability of the departments for quality education and extension.
- To strengthen human resources for the effective delivery of services.
- To provide student quality services and support.
- To promote technological capability.
- To develop adequate infrastructure to various academic and professional activities.
- To promote academic research culture.

Objectives:

- To strengthen internal management of the campus.
- To manage need base academic and professional programs.
- To improve TL activities through sound classroom environment, internal examinations, co-curricular activities.
- To conduct research-oriented activities.
- To establish e-library.
- To improve department activities.
- To use electronic devices as teaching aids.
- To increase standard and ability of the faculties and officials.
- To organize and delegate lecturers, officials for seminars, trainings, workshops.
- To upgrade the internal management of the campus.
- To increase the feeling of ownership among stakeholders.
- To identify and honor the contribution of people for its development.
- To expand relationships with other institution and organizations in national and international level

To increase scholarships for deserving students, poor, dalits, janajati, female and under privileged groups.

To utilize the resources of the campus.

To achieve gradual financial viability and sustainability.

To concentrate on issue of gender equity.

To update MIS to strengthen its record and documentation system.

Programs

Initially this campus was recognized as solely a Management Campus. Gradually, the area of study was broadened by adding programs in the same discipline and other faculties.

S.N.	Program	Year (B.S.)
1	I.Com.	2038/03/07
2	B.Com.	2045
3	I.A.	2047
4	B.A.	2050
5	Science (+2)	2056
6	B.Sc.	2061
7	Hum/Com.(+2)	2061
8	Edu. (+2)	2062
9	B.Ed.	2063
10	M.A(Eco)	2061
11	MBS	2064
12	BBA,BCA	2075

2. Academic Progress

2.1 Student Enrollment Trend of the Last Three Years

Faculty	Level Program Year	2073						2074						2075					
		Boys	Girls	EDJ	Dalit	Madheshi	Total	Boys	Girls	EDJ	Dalit	Madheshi	Total	Boys	Girls	EDJ	Dalit	Madheshi	Total
Mgmt	BBS 1 st	228	237	38	43	16	465	234	245	51	15	11	479	215	277	55	13	14	492
	BBS 2 nd	105	148	16	16	9	253	189	223	40	12	15	412	193	229	73	14	9	422
	BBS 3 rd	76	86	18	18	3	162	85	133	23	7	11	218	155	199	50	9	14	354
	BBS 4 th	56	102	11	11	6	159	70	76	17	3	5	146	76	125	24	7	11	201
BBA	BBA 1 st sem												11	21	2	0	2	32	
HUM	BA 1 st	18	11	3	3	0	29	45	46	8	4	0	91	36	65	8	9	-	101
	BA 2 nd	16	8	3	0	0	24	15	18	2	2	0	33	46	46	11	4	-	92
	BA 3 rd	10	10	3	1	0	20	15	8	3	0	0	23	15	17	2	2		32
	BA 4 th	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	BCA 1 st Sem.													25	6	1	1	0	31
EDU	BEd 1 st	13	60	4	1	1	73	25	108	19	1	0	133	41	139	15	4	4	180
	BEd 2 nd	9	46	3	2	3	55	12	63	3	1	0	75	24	99	22	4	3	123
	BEd 3 rd	14	38	5	4	3	52	10	44	4	2	6	54	11	64	6	1	-	75
Science	BSc 1 st	64	32	10	5	4	96	67	69	10	4	5	126	37	41	16	5	4	78
	BSc 2 nd	61	34	5	1	10	95	58	31	8	2	3	89	61	51	10	3	5	112
	BSc 3 rd	39	17	3	0	4	56	81	35	7	2	9	116	58	30	8	4	3	88
	BSc 4 th	30	13	2	1	2	43	38	15	8	0	3	53	52	30	7	1	9	82
MA	MA 1 st	4	1	0	0	0	5	0	0	0	0	0	0	-	-	-	-	-	0
(Eco.)	MA 2 nd							2	0	0	0	0	2	-	-	-	-	-	0
MBS	MBS 1 st	42	61	10	1	3	103	29	31	2	1	1	60	84	97	14	3	10	181
	MBS 2 nd	26	33	4	0	3	59	39	62	8	1	2	101	40	36	5	1	4	76
MBS	1 st Sem							50	37	3	2	3	87	84	97	14	3	10	181
	3 rd Sem													40	36	5	1	4	76
G.	Total	1675						2298						3009					

2.2 Pass Rate Trend of the Last Three Years

Year	Stream Level	Exam appeared Students					Total	Pass Students					Total	Pass in Percentage
		Boys	Girls	EDJ	Dalit	Madeshi		Boys	Girls	EDJ	Dalit	Madeshi		
2073	Mgmt	232	255	49	10	18	572	75	106	19	5	3	181	31.64
	Hum	82	47	14	2	7	129	9	12	3	1	0	21	16.28
	Edu	78	267	24	6	13	345	16	68	8	2	2	102	29.57
	Sci	232	116	35	2	9	348	109	80	11	3	8	189	54.31
	MA	0	0	0	0	0	0	0	0	0	0	0	0	0
	MBS	60	94	16	1	3	156	34	19	2	1	0	53	33.97
2074	Mgmt	414	539	89	26	37	953	124	184	27	6	12	308	32.31
	Hum	35	32	8	3	0	67	16	12	4	2	0	28	41.79
	Edu	34	136	11	5	4	170	15	60	3	2	3	75	44.11
	Sci	203	97	29	6	17	300	113	53	9	1	11	166	55.33
	MA	1	0	0	0	0	0	1					1	100
	MBS	63	85	10	2	2	148	16	35	2	0		51	34.45
2075	Mgmt	485	673	127	43	48	1158	220	121	26	3	10	341	29.44
	Hum	52	65	9	15	0	117	11	19	2	0	0	30	25.6
	Edu	39	197	35	10	7	236	8	20	1	0	0	28	11.8
	Sci	206	115	32	13	21	321	31	12	5	1	7	43	13.4
	MA													
	MBS Y	22	30	3	0	1	52	2	5	2	0	1	7	13.46
	MBS Semester	87	73				160	39	27				56	41.25
	BBA	12	21				33	3	4					21.21
	BCA	25	6				31	16	5					67.74

2.3 Graduate Trend Analysis of the Last Three Years

Level	Program Name	Graduate Students														
		2073					2074					2075				
		TOTAL	GIRLS	EDJ*	Dalits	Madhesi	TOTAL	GIRLS	EDJ*	Dalits	Madhesi	TOTAL	GIRLS	EDJ*	Dalits	Madhesi
Bachelor's level	B.B.S	35	21	02	00	01	92	57	08	03	01	78	12	04	02	00
	B.A.	08	05	01	00	00	07	02	00	00	00	10	46	04	03	02
	B.Sc.	38	16	02	00	00	48	14	03	02	00	41	03	02	00	00
	B.Ed.	82	64	05	02	04	42	34	06	03	04	29	21	04	03	00
Master's Level	MA	00	00	00	00	00	01	00	00	00	00	00	00	00	00	00
	MBS	13	06	00	00	00	26	12	00	00	00	54	35	10	03	01
Grand Total		177	112	10	02	05	216	56	06	04	04	212	117	24	11	01

2.4. Academic Programs

SN	Date of Commencement	Faculty	Program	Affiliated to	Remarks
1	2045-03-03 2075/09/22	Management	B.B.S BBA	T.U.	
2	2050-04-28 2075/05/24	Humanities	B.A. BCA	T.U.	
3	2061-01-11	Humanities	M.A. Eco.	T.U.	
4	2061-03-06	Science	B.Sc.	T.U.	
5	2063-07-29	Education	B.Ed.	T.U.	
6	2064-06-29	Management	M.B.S	T.U.	

2.5 Educational Pedagogy:

- Library with Internet access
- Audio-visual aids
- Sports materials
- Journals
- Labs
- Field visit
- Excursion

3. Physical Status

3.1 Infra-structures Development

SN	Land	Area
1		3 Bigha, 6 Dhur

SN	Building	Area (Square Feet)	Floor	Number of Room/Hall	Room Size (Square Feet)
1	Main Building	12000	3	36	24X33 TO 24X12
2	Science Building	2100	3	4	25X30
3	Master Degree Building	2000	3	9	18X25
4	Library Building	2380	3	14	50X24 TO 24X18
	Laboratory			4	24X33
	physics			3	24X33
	Biology			3	24X33
	Chemistry			1	26x36
	Env. Sc.			1	26x36
	Computer				
5	Student Union Building	800	1	3	18X24 TO 18X 12
6	Canteen	1300	1	4	25X30 TO 10X12
7	IT Building	8712	2	10	12X12 TO 24X20
8	Administration Building	1638	2	12	12X12 TO 15X 20
9	Seminar Hall			1	
11	Conference Hall			1	
12	Compound Wall	1990	6 feet Height		
13	Weather Station	-	-	-	
14	Tutorial Classes	-	-	35	-
15	ICT LAB	948		1	

3.2 Educational Aids

3.2.1 Books, Journals Reference Materials

Books		Up to 2070/ 2071	2071/ 072	2072/ 073	2073/ 074	2074/ 075	2075/ 076	Total till the date
Text Books		29776	1001	1609	1332	2732	4069	40519
Reference Books			23	191	75	119	153	561
Journals	National		04	04	2	1	62	83
	International		01	01	1	1	2	06
Total			1029	1805	1410	2853	4229	41164
Amount				680609	1060461	1479179	1662034	

3.2.2 Furniture

1	AARAM CHAIR (SADA SOFA)						1	
2	BENCH (SINGAL) WODDEN						289	
3	BENCH - AARAM BENCH						2	
4	BENCH - CANTINE BANCH						25	
5	CHAIR GADDA STEEL						47	
6	CHAIR (STOOL)						74	
7	CHAIR -S – IRON						12	
8	CHAIR GADDA (WOODEN)						228	
9	CHAIR PLASTICK						64	
10	CHAIR RAYAGIN SIMPAL						65	
11	CHAIR ROUND						43	
12	CHAIR SIMPLE (WOODEN)						67	
13	CO DIYAM - UDBHOSHAN DYAS						1	
14	DARAJ – RAYAK						4	
15	DARAJ – STEEL						35	
16	DARAJ - STILL (PIJON BOX)						3	
17	DARAJ - WODDEN (PIJON)						3	
18	DARAJ – WOODEN						17	
19	DARAJ - WOODEN(CAMECAL)						8	
20	DESK - SINGLE(WOODEN)						308	
21	DESK/BENCH (JODI) IRON						189	
22	DESK/BENCH (JODI) WOODEN						113	
23	DRAWA - CARD RAKHANE						2	
24	FAX – BOX						1	
25	KHAT – LECTUR						24	
26	KHAT - LO BED						2	
27	NOTICES BOARD – SPONG						10	
29	RAYAK (CAMICAL RAYAK)WALL						3	
30	RAYAK (CAMICAL RAYAK)						7	
31	RAYAK (STEEL)						6	
32	RAYAK (WOODEN) SINGAL						7	
33	RAYAK (WOODEN)DOUBLE						12	
34	RAYAK – PAPPER						1	
35	SOFA - 3 SITER – STILL						1	
36	SOFA – SINGAL						9	
37	SOFA LONG						11	
38	SOFA ROUND - 8 SITTER – WODDEN						1	
39	TABLE - COMPUTER (WOODEN)						45	

4. Financial Status

4.1 Income of Last Three

A Income Analysis

	Income last three years	075/076	074/075	FY 073/074
1	self generated			
1.1	student fee	63,944,585.00	54,787,990.00	44,430,005.00
1.2	Other fee	6,313,100.00	4,885,255.00	3,952,230.00
1.3	fund fee	4,833,570.00	4,573,900.00	3,683,780.00
2	grant from governmental sources			
2.1	UGC	11,872,348.81	17,507,546.67	2,646,659.60
2.2	Nepal Government	3,500,000.00		
3	other sources			
3.1	Misc. Income	323,917.00	296,270.00	778,975.00
3.2	Bank interest	1,898,347.49	1,942,907.53	2,004,867.31
3.3	Capital nature income	-	-	401,000.00
	Total	92,685,868.30	83,993,869.20	57,897,516.91
B	expenditure analysis			
1	Salary (with liabilities payable)	51,989,339.58	45,146,501.46	47,327,013.92
2	other expenses			
2.1	administrative exp (with liabilities payable)	15,086,146.12	14,515,168.95	11,616,414.30
2.2	student related expenses	6,482,650.00	4,010,605.00	2,746,586.00
2.3	Retirement fund exp(with liabilities)	14,062,855.00	148,625.00	3,798,906.00
2.4	Fund fee exp	971,000.00	878,300.00	690,000.00
C	capital expenditure			
3	major infrastructures development			
3.1	major construction			
3.2	major capital nature purchase and installation			
4	minor infrastructures development			
4.1	minor construction	341,831.00	5,136,550.00	3,627,350.00
4.2	minor capital nature purchase and installation	4,291,332.00	4,090,925.00	1,822,141.00
5	equipment			
6	books	1,662,034.00	1,479,179.00	1,060,461.00
	Total	94,887,187.70	75,405,854.41	72,688,872.22

4.2 Step taken to mitigate the issues raised by audit observation

1. The advance amount taken by various individuals will be cleared soon.
2. Amount transferred from various funds will be deposited on the respective funds on time.
3. Amount taken form Students' Welfare Fund will be refunded.

5. Social activities and social contributions

5.1. Health, Cleanliness and awareness program

- Health campaigning Programs are conducted in collaboration with Nobel Hospital and Life Line Hospital
- Cleanliness programs are conducted in the association with Damak Municipality Nepal Red Cross Society, Damak Branch
- Teachers are assigned as facilitators and subject expert for awareness programs

5.2 Model Village Project

- **Selection of Bhawana Tole Damak-10 for model village project**
- Support to model village
- Establishment of project office along with furniture and accessories
- Women's health programs
- Free health camps for the local community
- Handover of fruit plants to all families of the village
- Establishment of Bhawana Sahakari with monitory assistance by the campus (2070/06/07)
- Literacy classes for the senior citizens

5.3 Society's contribution to the campus

- Choice of Campus ground to run 'Damak Gold Cup Football' in National level.
- Campus cleanliness campaign in the presence of representatives of political parties and social organizations.
- Free health camp by hospitals

5.4 Plan for Campus's contribution to society

- Involvement in Awareness programs
- Training ,Workshop, Seminar And talk Programs
- Delivering teachers' expertise in community

5.5 Plan for Increased involvement of Society in the Campus

Campus keeps on making support to institutions and organizations on regular basis

6. Issues and Challenges

6.1 Short-Term issues

a. Need of commencing market demanded courses

- To B.Sc. CS & IT, B. Ed (1year) , LLB

b. To conduct research activities

- To promote research activities for faculties and students
- To set up adequate financial provision for research
- To update well equipped computer and research lab for research work and pedagogical activities
- To continue publication of journals and other opinion-based magazines

c. Extension of library with internet access

- To install e-library
- To add more text, reference books, audio-visual aids, national and international journals
- To extend library with spacious reading section and internet accessories

d. Student support

- To involve students in different issue-based activities like human rights awareness, legal awareness, woman trafficking etc.
- To lunch special classes to the needy students
- To provide free ship and other facilities to the students from targeted groups
- To provide and arrange sports and other extracurricular activities
- To avail necessary text books, reference books, journals, newspaper, magazines, encyclopedias and internet accessories.

e. Update Advanced Management of Information System (MIS)

- To disseminate the campus achievements through reports and other write –ups
- To establish software for the internal communication, sharing data for brisk information
- To collect, store and analyze campus document

f. Improvement in teaching learning process

- To use electronic devices as instruction Materials
- To equip class rooms with attached projector,/smart TV

6.2 Medium to Long-term issues

a. Faculty Development

- To manage financial assistance for the faculties for M. Phil and Ph.D.
- To provide financial aid for group, field, small and independent research
- To mutual sharing of subject expertise with other campuses and universities
- To increase faculties' involvement in research activities
- To provide opportunities and incentives for faculties to use latest technologies in all teaching procedures and research
- To establish mutual, constructive and official relation with banks, co-operatives, business entrepreneurs, schools, colleges, NGOs and other instructions in this region.
- To develop and deliver comprehensive training, workshops, seminars for faculties and staff.
- To promote departmental publication on various academic issues
- To manage program to extend campus expertise to the community
- To extend relation with the educational institution, campuses, universities and other international agencies.
- To build infrastructure for the head way to deemed university

6.3 Challenges

- Inability of initiating market demanded programs
- Lack of financial support from the government
- High rate of students drop out
- Less number of dedicated researchers
- Lack of sufficient funds to run campus
- Lack of quantitative and qualitative improvement of campus result
- No sustainable financial condition.

6.4 Addressing Challenges

- Run of new programs on the basis of community need.
- Provision and policy of local government to assist community campus
- Increase of indestructible funds
- Provision to assist researchers
- Implementation of campus work plan to improve campus result.
- Research on finding the cause of drop out students.
- Managing sufficient reference books and journals for research work.
- Managing sufficient technology in the campus.
- Managing sufficient funds and resources to mobilize the society with the co-ordination of NGOs and INGOs.
- Managing sufficient retired fund with the co-oration of local, regional and central government.
- Managing in door game facilities for students.
- Managing quarter for teachers and Staff.

7. Projected annual work plane and Budget of the current years.

उच्च शिक्षा सुधार परियोजना संचालन तथा व्यवस्थापन का लागि आ. ब. २०७६/०७७ को बजेट सहितको कार्ययोजना

क्र.सं.	कार्यकलाप	उत्तरदायित्व	अनुमानित बजेट	कैफियत
सम्पादन क्षेत्र १. शैक्षिक गुणस्तर सुधार				
१	नतिजा सुधार कार्यक्रम	HERP/क्या.प्रशासन	४,००,०००	अनुसुचि १ अनुसारका कार्यहरु गर्ने गराउने ।
२	आन्तरिक परीक्षा व्यवस्थापन	क्या. प्रशासन	१,५०,०००	
३	Project work, Field work, Case Study, Practice Teaching, Thesis and Viva व्यवस्थापन	क्या. प्रशासन, विभाग	२,५०,०००	सम्बन्धित विभाग प्रमुख र संयोजकहरुले क्या.प्र.सँग समन्वय गरी कार्यक्रम तर्जुमा गर्ने ।
४	Guest Faculty व्यवस्थापन	क्या. प्रशासन, विभाग	१,००,०००	स.क्या.प्र र संबन्धित वि.प्र. ले समन्वय गरी आमन्त्रण गर्ने ।
५	त्रैमासिक नतिजा समीक्षा तथा विश्लेषण	शिक्षा उपसमिति/ क्या.प्रशासन	५०,०००	प्रत्येक आन्तरिक र बोर्ड परीक्षाको नतिजा प्रकाशन भएको सात दिन पछि प्राज्ञिक समितिसँग समीक्षा बैठक बस्नेछ ।
६.	ट्याब वितरण	क्या.प्रशासन		क्याम्पस प्रमुखको संयोजकत्वमा गठित कार्यदलले आवश्यक नीति बनाई वितरण गर्ने ।
७.	लक्षित वर्ग छात्रवृत्ति वितरण	शिक्षा उपसमिति/ क्या. प्रशासन		आदीवासी,जनजाती, दलित विद्यार्थीहरुका लागी निक्षेप गरेको रकमको व्याजको २० प्रतिशत विउ पुजीमा समावेश गरी अन्य रकम वितरण गर्ने ।
जम्मा			९,५०,०००	
सम्पादन क्षेत्र २. संस्थागत विकास				
१	M.Ed./ One year B.Ed/ B .A Journalism & B. Ed. Sc.कार्यक्रम तथा विषय थप	सञ्चालक समिति / क्या. प्रशासन	४,००,०००	त्रि.वि. दस्तुर तथा आवश्यक व्यवस्थापन गरिने ।
२	Tracer Study तथा रोजगार प्रवर्द्धन	HERP/ क्या. प्रशासन	१,००,०००	२०१८ का पास आउटहरुको ट्रेसर गर्ने ।
३	तालिम, कार्यशाला गोष्ठी, सेमिनार	HERP/ क्या. प्रशासन	२,५०,०००	प्राध्यापक कर्मचारीहरुको लागि क्याम्पसले आयोजना गर्ने वा प्रतिनिधि पठाउने ।
४	अन्तर्राष्ट्रिय सम्बन्ध विस्तार	HERP/ क्या. प्रशासन	१,५०,०००	भारतको सिक्किम,पश्चिम बंगाल लगायत प्रान्तहरुका विश्वविद्यालय /क्याम्पसहरुमा सम्बन्ध कायम गर्ने ।
५	भ्रमण (अनुभव आदान प्रदान)	HERP/ क्या. प्रशासन	४,००,०००	
६	First Aid chamber/ Equipment and Free Health camp व्यवस्थापन	क्या. प्रशासन	२,००,०००	
७.	क्याम्पसको मास्टर प्लान निर्माण	संचालक समिति क्या. प्रशासन	३,००,०००	क्याम्पसको भौतिक शैक्षिक लगायतको क्षेत्रमा आधारित भई गुरु योजना तयार गर्ने ।
जम्मा			१८,००,०००	
सम्पादन क्षेत्र ३. भौतिक संरचना विस्तार				
१	BBA/BCA भवन निर्माण (कक्षा विस्तार)	संचालक समिति/ निर्माण उप समिति/ प्रशासन	१,८०,०००००	BBA/BCA/BSW का लागी दश बटा कक्षा कोठा र office समेत व्यवस्थापन गर्ने
२	Software data backup व्यवस्थापन	निर्माण उप समिति/ प्रशासन	५०,०००	
३	Separation of Admin./ Exam Chamber	क्या.प्रशासन	२,००,०००	परीक्षा शाखाको छुट्टै कक्ष व्यवस्थापन

४	HERP तथा क्याम्पस संचालक समितिका अध्यक्ष को कार्यालय फर्निचर तथा उपकरण व्यवस्थापन	HERP/ प्रशासन	१,५०,०००	फोटोकपी सहितको प्रिन्टर-१, UPS, टेबल -२,दराज -१ थान लगायत
५	Management of Power backup (Generator/ solar power) & Three Phase line विस्तार	क्या. प्रशासन	२,००,०००	
६	सेल ,एकाई, उप समिति कक्ष निर्माण तथा फर्निचर व्यवस्थापन	HERP/ प्रशासन	१,००,०००	
७	खानेपानी विस्तार	प्रशासन	१,००,०००	
८	Smart TV व्यवस्थापन	प्रशासन	५,००,०००	नयाँ कार्यक्रमहरु डिग्री कार्यक्रम तथा BSW को कक्षाका लागि ।
९	प्रशासनिक भवन माथिल्लो तला truss तथा कोठा निर्माण	सञ्चालक समिति/ प्रशासन	१९००,०००	फलामे Trass लगाई टिन छाना हालि आवश्यक कोठा निर्माण गर्ने, पुरानो किताब राख्ना
१०	पुस्तकालय अध्ययन तथा Ref. Section विस्तार	HERP/ पुस्तकालय उपसमिति/ प्रशासन	१,००,०००	पुराना पुस्तक पुस्तकालयबाट विस्थापित गरी सो स्थानमा अध्ययन कक्ष विस्तार गर्ने ।
११	EMIS विकास	प्रशासन	१,००,०००	आवश्यक Software खरीद गर्ने
१२	क्याम्पस रंगरोगन	सञ्चालक समिति/ प्रशासन	५,००,०००	
१३	शौचालय मर्मत सम्भार	प्रशासन	२,००,०००	
जम्मा			२,२१,००,०००	
सम्पादन क्षेत्र ४. पुस्तकालय तथा प्रयोगशाला				
१	पुस्तक खरीद	प्रशासन	१,००,००००	
२	इ-लाइब्रेरी व्यवस्थापन	प्रशासन/ पुस्तकालय उपसमिति	१,००,०००	
३	Lab स्तरोन्नती ➤ रसायन शास्त्र भन्डार कक्ष Tiling गर्ने ➤ रसायन शास्त्र न्याक मर्मत तथा पुननिर्माण ➤ Fumming Chamber निर्माण । ➤ ENV. Lab निर्माण ➤ भौतिक शास्त्र Electronics Lab निर्माण ➤ .विज्ञान प्रयोगशाला उपकरण तथा रसायन खरीद ➤ अनुसन्धान कक्ष व्यवस्थापन	प्रशासन/ HERP/ प्रयोगशाला उपसमिति	११,००,०००	विज्ञान संकाय तर्फका सबै विभाग र Lab एकाइ संग समन्वय गरी प्रयोगशालाको स्तरोन्नति गर्ने ।
४	पुस्तकालयमा अविच्छिन्न विद्युत आपूर्तिको व्यवस्था	प्रशासन	२,००,०००	
जम्मा			२४,००,०००	
सम्पादन क्षेत्र ५. प्रकाशन तथा अभिलेखिकरण				
१	Journal प्रकाशन	HERP/ प्रकाशन एकाई	३,५०,०००	
२	बुलेटिन, Calendar प्रकाशन	HERP/ प्रकाशन एकाई		
३	Wave प्रकाशन	HERP/ प्रकाशन एकाई/ अ. विभाग		
४	वार्षिक प्रतिवेदन प्रकाशन	HERP/ प्रकाशन एकाई		
५	विद्यार्थी आवाज तथा अन्य लेख रचना प्रकाशन	HERP/ प्रकाशन एकाई		
जम्मा			३,५०,०००	
सम्पादन क्षेत्र ६. वृत्तिविकास तथा व्यवसायिक विकास				

१	प्राध्यापक तथा कर्मचारी हरुका लागि M.Phil, Ph.D.	HERP/प्रशासन/ सञ्चालक समिति	६,००,०००	क्याम्पसको विधान अनुसार १ जना P.h.D. २ जना M.Phil को लागि पठाउने।
२	Non Teaching Staff क्षमता अभिवृद्धि तथा उत्प्रेरणा कार्यक्रम	HERP/प्रशासन	१,००,०००	
३	तालिम, सेमिनार, गोष्ठी तथा Refreshment	HERP/प्रशासन	*	संस्थागत विकाशको बूँदा नं. ३ मा समावेश
४	प्राध्यापक कर्मचारी वृत्ति विकास	क्याम्पस प्रशासन	२०,०००००	ल्याप टप वितरण
जम्मा			२७,००,०००	
सम्पादन क्षेत्र ७. अनुसन्धान केन्द्रित कार्यक्रम				
१	अनुसन्धान सम्बन्धी अभिमुखिकरण	HERP/प्रशासन/ अनुसन्धान एकाई	१,००,०००	
२	अनुसन्धान Support	HERP/प्रशासन/ अनुसन्धान एकाई	४,००,०००	फिल्ड, मिनी,गाइड तथा स्वतन्त्र अनुसन्धानका लागि अनुसन्धान निर्देशिका भए अनुसार
३	समुदाय-केन्द्रित कार्यक्रम, परामर्शदाता सेवा	HERP/प्रशासन/ अनुसन्धान एकाई	२,००,०००	दमक वा अपसका क्षेत्रमा संघ संस्थाहरु संग समन्वय गरी सेवा गर्ने।
४	अनुसन्धानका लागि आवश्यक सामग्री व्यवस्थापन	HERP/प्रशासन/ अनुसन्धान एकाई	२,००,०००	
जम्मा			९,००,०००	
सम्पादन क्षेत्र ८. विद्यार्थी सहायता तथा विकास				
१	पाठ्यपुस्तक तथा सन्दर्भ सामग्री व्यवस्थापन	प्रशासन/ पुस्तकालय उपसमिति	*	सम्पादन क्षेत्र पुस्तकालय / प्रयोगशाला बूँदा नं.१ मा समावेश
२	Thesis Support कार्यक्रम	प्रशासन/ विभाग	१,००,०००	
३	शैक्षिक भ्रमण	प्रशासन/ स्व.वि.यु.	४,००,०००	
४	बैंकिङ, तालिम/ Internship /सचेतनामूलक कार्यक्रम व्यवस्थापन	प्रशासन/ स्व.वि.यु.	१,००,०००	
५	भिन्न शारीरिक क्षमता मैत्री संरचना निर्माण	सञ्चालक समिति / प्रशासन	२,००,०००	मुख्य भवनबाट Wheel Chair वा अन्य व्याक्तिगत साधन उपयोग गरी पुस्तकालय सम्मको पहुँच विस्तार गर्ने
६	निःशुल्क स्वास्थ्य शिविर संचालन	प्रशासन/ स्व.वि.यु.	१,००,०००	
७	छात्रवृत्ति तथा निशुल्कता वृत्ति	प्रशासन/ स्व.वि.यु.	४,००,०००	दृष्टिविहिन, लोपोन्मुख ,भिन्न शारीरिक क्षमता, तथा मेधावी छात्रछात्राहरु
८	क्याम्पस बस व्यवस्थापन नीति तर्जुमा	सञ्चालक समिति / प्रशासन/ स्व.वि.यु.	५०,०००	
९.	विद्यार्थी Profile निर्माण (परीक्षा/प्रशासन)	प्रशासन	१,००,०००	
१०	विद्यार्थी कमन हल निर्माण	सञ्चालक समिति / प्रशासन	७,००,०००	स्व.वि.यु. भवनको माथिल्लो तला व्यवस्थित गर्ने।
११	रक्तदान कार्यक्रम व्यवस्थापन	प्रशासन/ स्व.वि.यु.	५०,०००	
१२	अतिरिक्त क्रियाकलाप	प्रशासन/ स्व.वि.यु.	३,५०,०००	
जम्मा			२५,५०,०००	
सम्पादन क्षेत्र ९. BBA /BCA / BSW तथा Master degree कार्यक्रम व्यवस्थापन				
१	अभिमुखीकरण	प्रशासन/ कार्यक्रम संयोजक	५०,०००	
२	Field Visit तथा प्रतिवेदन	प्रशासन/ कार्यक्रम संयोजक	२,००,०००	
३	भौतिक संरचना विकास (कक्षा कोठा, lab, दराज, पिजन होल)	सञ्चालक समिति/ प्रशासन/ विभाग	४,००,०००	व्यवस्थापन तथा मर्मत
४	संयोजकहरुको कार्यकक्ष व्यवस्थापन	सञ्चालक समिति/ प्रशासन	१,५०,०००	Furnishing खर्च
५	Smart TV व्यवस्थापन	प्रशासन	*	भैतिक संरचना विस्तारको बूँदा नं. ८ मा समावेश।
६	सेमिनार गोष्ठी, Guest Faculty सेवा	कार्यक्रम संयोजक/ प्रशासन	१,००,०००	
७	Internet Extension	प्रशासन	५०,०००	
८	आवधिक परीक्षा, परामर्श तथा पृष्ठपोषण	कार्यक्रम संयोजक/ प्रशासन	५०,०००	
९	अविच्छिन्न विद्युत आपूर्ति व्यवस्था	प्रशासन	, ४,००,०००	
जम्मा			१४,००,०००	

सम्पादन क्षेत्र १०. विभागीय गतिविधि तथा सशक्तिकरण				
१	विभागीय विशेष कार्यक्रम	HERP / प्रशासन/ विभाग	५,५०,०००	प्रत्येक विभागलाई रु. ५०,००० का दरले प्रदान गर्ने, विभागहरूले समन्वयगरी का छुटै कार्यक्रम गर्ने सक्ने
२	विभाग फर्निचर तथा उपकरण खरिद	प्रशासन	३,५०,०००	
३	विभागीय Mini पुस्तकालयमा सन्दर्भ पुस्तक व्यवस्थापन	प्रशासन/ विभाग	१,००,०००	
४	विभागमा Internet सेवा विस्तार	प्रशासन	५०,०००	
जम्मा			१०,५०,०००	
सम्पादन क्षेत्र ११. दिगो आर्थिक विकास				
१	अक्षयकोष बृद्धि सम्बन्धी नीति तथा कार्यक्रम तर्जुमा	सञ्चालक समिति/HERP/ प्रशासन		बैठक तथा अन्तर्क्रिया
२	दाता पहिचान तथा अभिप्रेरणा कार्यक्रम	सञ्चालक समिति/HERP/ प्रशासन	१,००,०००	दानवीरहरूबाट नया भवनमा निर्माणधीन कोठाहरू निर्माणका लागि एकल वा संयुक्त दाताहरू खोज्ने सहयोग लिने ।
जम्मा			१,००,०००	
सम्पादन क्षेत्र १२. सुशासन				
१	क्याम्पसका शैक्षिक कार्यक्रम तथा विद्यार्थी सहूलियत सम्बन्धी सूचना प्रवाह	प्रशासन		
२	QAA सम्बन्धी जानकारी तथा प्रचार प्रसार	HERP/ प्रशासन	२,००,०००	
३	सरोकारवालाहरूसँग बैठक तथा अन्तर्क्रिया	HERP/ प्रशासन		
४	पूर्व विद्यार्थी संघसँग अन्तर्क्रिया	HERP/ प्रशासन		
जम्मा			२,००,०००	
सम्पादन क्षेत्र १३. लैङ्गिक समता तथा समावेशिता				
१	लैङ्गिक समता तथा समावेशिता सम्बन्धी तालिम गोष्ठी	HERP/प्रशासन		
२	महिला अधिकार सम्बन्धी कार्यशाला गोष्ठी	HERP/प्रशासन	१,५०,०००	
३	बहुसांस्कृतिक विविधतामा आधारित कार्यक्रम	प्रशासन		
४	सचेतनामूलक कार्यक्रम तर्जुमा	HERP/प्रशासन		
५	साहित्य कला तथा संस्कृति सम्बन्धी कार्यक्रम	नेपाली विभाग	१०००००	
जम्मा			२,५०,०००	
सम्पादन क्षेत्र १४. विविध				
१	इन्धन व्यवस्थापन	प्रशासन	२,००,०००	
२	क्याम्पस सरसफाइ तथा व्यवस्थापन	प्रशासन	१,००,०००	
३.	HERP Focal Person तथा कर्मचारी सेवा सुविधा	प्रशासन	३,००,०००	
४.	कर्मचारी पोशाक	प्रशासन	३,००,०००	
जम्मा			९,००,०००	
कुल जम्मा			३,७६,५००,००	
अक्षरेपी : तीन करोड छयत्तर लाख पचास हजार हँपया मात्र ।				

Damak Multiple Campus
Damak-9, Jhapa
Annual Operational Calendar - 2076/077

S.N	Months	Working Days	Saturdays	Holidays	Educational Programs	Additional Activities
1	Shrawan	1, 2, 3, 5, 6, 7, 8, 9, 10, 12, 13, 14, 15, 16, 17, 19, 20, 21, 22, 23, 24, 26, 27, 28, 29, 30, = 26 days	4, 11, 18, 25, 32	30	<ul style="list-style-type: none"> Staff Meeting. MBS 1st Sem. Board Exam Starts. Class XI - class begins. 	
2	Bhadra	1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 13, 15, 17, 18, 19, 20, 22, 23, 24, 25, 26, 27, 29, 30, = 24 days	7, 14, 21, 28	06, 16	<ul style="list-style-type: none"> BBA, BCA Entrance Exam (As per notice of Dean office) Entrance Exams-BA, B.Ed. & BBS. Bachelors 3rd class starts. BBA, BCA admission opens. BA, B.Ed., BBS admission opens. MBS 2nd Sem. Class starts. 	<ul style="list-style-type: none"> Laptop distribution for teaching and non teaching staffs. (UGC Support) Cultural Program Free Eye Health Camp.
3	Ashwin	1, 2, 5, 6, 7, 8, 9, 10, = 8 days	4, 11, 18, 25	3, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30	<ul style="list-style-type: none"> Bachelor II year class starts. First Terminal Exams for Bachelor IV & +2 Orientation BBA / BCA for newly admitted students, Staff Meeting. 	<ul style="list-style-type: none"> Workshop (Physics)
4	Kartik	13, 14, 15, 17, 18, 19, 20, 21, 22, 24, 25, 26, 27, 28, 29 = 15 days	2, 9, 16, 23, 30	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	<ul style="list-style-type: none"> Entrance exam B.Sc. 1st 	
5	Mangsir	1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 22, 23, 24, 25, 26, 27, 29, 30, = 26 days	7, 14, 21, 28		<ul style="list-style-type: none"> Freeship Application for Bachelor 4th & XII B.Sc. 1st - class begins. Terminal Exams for BBA/BCA 1st & 3rd Sem. Result of first Term Exams (Bachelor 4th & +2) Orientation B.Ed 1st Educational and observational tour for Bachelor Last Years. Result of BBA / BCA 1st and 3rd Sem. 	<ul style="list-style-type: none"> Publication of Campus Bulletin Publication of WAVE Seminar (Chemistry) Tracer Study (Pass out 2018) Gajal Recitation (Dept. of Nep.)
6	Poush	1, 2, 3, 4, 6, 7, 8, 10, 11, 13, 14, 15 = 12 days	5, 12, 19, 26	9, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30	<ul style="list-style-type: none"> MBS 2nd Sem. Pre-Board Exam. Educational tour for BBA / BCA program. Staff Meeting 	<ul style="list-style-type: none"> Sports week. Laptop Distribution
7	Magh	7, 8, 9, 10, 12, 13, 14, 15, 17, 19, 20, 21, 22, 23, 24, 26, 27, 28, 29, 30 = 20 days	4, 11, 18, 25	1, 2, 3, 4, 5, 6, 16	<ul style="list-style-type: none"> Project work / field work for BSW Second Terminal Exams for Bachelor 4th Freeship Application for Bachelor 1st, 2nd, 3rd & Master's degree. 	<ul style="list-style-type: none"> Campus journal publication. Poem composition of recitation (Dept. of Nep.)

					<ul style="list-style-type: none"> • Result of Second Term Exam.(4th Year) • BBA/BCA 3rd sem. Educational tour • First Terminal Exam for Bachelor's I,II,&III year • MBS 2nd sem. Board Exam (As per TU notice) • Entrance Exam for Master's Programs(As per TU calendar) 	
8	Falgun	1, 2, 4,5 6, 7, 8, 9, 11,12 13, 14, 15, 16, 18, 19,20, 21, 22, 23, 27, 28, 29, 30 = 24 days	3,10,17,24	9,25,26	<ul style="list-style-type: none"> • Admission opens for Master's Programs. • Result of 1st & 2nd Terminal Exams. • Pre-Board Exam for BBA / BCA 1st & 3rd Sem. • Project Work and Report Evaluation of BSW. • Staff Meeting. 	<ul style="list-style-type: none"> • Interaction with stakeholders
9	Chaitra	2, 3, 4,5 6, 7, 9, 10, 11,12 13, 14, 16, 17, 18, 19,20, 21,23,24, 25,26, 27, 28, 30 = 25 days	1,8,15,22,29		<ul style="list-style-type: none"> • Second Terminal Exam - +2 & Bachelor's 3rd years. • Project / Field work & Report Evaluation of BSW • Board Exam Bachelor IV (As per the notice of exam controller office.) 	
10	Baisakh 2077	2, 3, 4,5, 7, 8, 9, 10, 11,12, 14, 15, 16, 17, 18, 21, 22, 23,24, 25,26, 27, 28, 29, 30, = 25 days	6,13,20,27	1,19	<ul style="list-style-type: none"> • Result publication of Second Terminal Exams (+2 & Bachelor's 3rd year.) • Project / Field work & Report Evaluation of BSW • Observational Tour (Admin, HERP & CMC) 	<ul style="list-style-type: none"> • Creative writing (Dept. of Nep.)
11	Jestha	1, 2, 4,5 6, 7, 8, 9, 11,12 13, 14, 15, 16, 18, 19,20, 21, 22, 23, 25,26, 27, 28, 29, 30, = 26 days	3,10,17,24, 31		<ul style="list-style-type: none"> • Second Terminal Exams - Bachelor 1st & 2nd • Pre-Board Exams for MBS 1st & 2nd Sem. • Staff Meeting. • Board Exam - Bachelor 3rd (As per the notice. of Exam controller Office) 	
12	Ashad	1, 2, 3, 4,5 7, 8, 9, 10, 11,12, 14, 15, 16, 17, 19, 21, 22, 23,24, 25,26, 28, 29, 30, = 25 days	6,13,20,27	18	<ul style="list-style-type: none"> • Result publication of Second Terminal Exams (Bachelor 1st & 2nd) • Class starts - Bachelor IV year • Class starts - class XII. • Entrance Exam - class XI • Admission Opens - class XI 	

* Each Dept. holds meeting at least once a month.

* Each Dept. Schedules programs in its annual plan & performs them in co-ordination with Admin.

