Five Years Strategic Plan

Narad Adarsha Education Campus
(NAEC)

Affiliated - Tribhuwan University
Chaudandigadhi Municipality – 4,
Udayapur
Koshi Province

ABBREVIATION AND ACRONYMS USED

AD	Anno Domini
Asst.	Assistant
B.Ed.	Bachelor of Education
B S	Bikram Sambat
BSS	Basaha Sewa Samaj
CMC	Campus management committee
DDC	District Development Committee
EMIS	Education Management Information System
Etc.	etcetera
F	Female
FSU	Free Student Union
ICT	Information Communication Technology
INGO	International Non-Governmental Organization
IQAC	Internal Quality Assurance Committee
IT	Information Technology
KM	Kilometer
LOI	Letter of intent
M	Male
MoU	Memorandum of Understanding
NAEC	Narad Adarsha Education Campus
No.	Number
NP	non-published
PhD	Philosophy of Doctor
QAA	Quality Assurance and Accreditation
RMC	Research Management Committee
SAT	Self-Assessment team
SSR	Self-Study Report

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SWOC	Strength, weakness, opportunity and Challenges
SHEP	Secondary Higher Education Project
S.N.	Serial Number
SLC	School Leaving Certificate
TU	Tribhuwan University
UGC	University Grant Commission
VDC	Village Development Committee

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FORWARD

Shree Narad Adarsh Education Campus stands as a vital pillar in the community, serving as a non-profitable institution dedicated to providing higher education opportunities. The campus is located at the Chaudandigadhi Municipality, Basaha, within the Udayapur district of Nepal. Affiliated with the prestigious Tribhuvan University and recognized by the University Grants Commission (UGC) of Nepal, this academic institution excels in offering bachelor degree programs specializing in Bachelor of Education (B.Ed.).

We extremely grateful to those dedicated individuals who tirelessly devoted their time and effort to bring the strategic plan to completion. Additionally, my gratitude extends to those who contributed valuable strategic data and information to the planning process.

We truly thankful for the Campus management team, the dedicated faculty members, the hardworking staff, the motivated students, and the essential key stakeholders, whose valuable contributions and insightful ideas have been instrumental in the continual advancement and growth of our campus.

Finally, we do hope that the prepared comprehensive strategic plan, designed with precision and insight, will serve as a pivotal cornerstone in the ongoing journey of Shree Narad Adarsh Education Campus, fostering substantial progress, enhancing educational standards, and creating a dynamic environment conducive to growth, innovation, and excellence for all stakeholders involved in shaping the institution's bright and fruitful future.

.....

Mr. Dhurba Raj Rai

~~Campus Chief~~

Team Leader

.....

Raj Kumar Rai

~~Team Leader~~

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SECTION ONE: INTRODUCTION

1.1 Context and Rationale

Narad Adarsha Education Campus has been serving the educational needs of Eastern Udayapur district, south of Khotang and Bhojpur, as well as the northern part of Saptari district for two decades. Students in these areas had a compulsion to go either to Biratnagar or Dharan for higher education. Access to higher education in Nepal had been limited to a few urban areas. Therefore, students of marginalized (class, caste, sex) had only a dream of higher education. Many SLC passers were deprived of higher education.

During the 2030s, there were no campuses in the Sagarmatha zone. In 2041, Triyuga Multiple Campus was established in the headquarters of the Udayapur district, at Gaighat. But due to the disconnection of the road to Gaighat, the students of this area were unable to access higher education. Keeping all those in concern, Narad Adarsha Education Campus was established in 2060 B.S., having affiliation of T.U. in the eastern part of Udayapur district, Basaha V. D.C, with the effort and participation of academicians, intellectuals, social workers, parents and inauguration of Basaha Sewa Samaj (BSS) Kathmandu. Now there are 7 community campuses in this district.

1.2 Purposes

The strategic plan of Shree Narad Adarsha Education campus has the following purposes.

i. Improve the infrastructure of the campus,
ii. Manage efficient manpower,
iii. Reform the instructional approach, method and techniques,
iv. Standardize the delivery of campus,
v. Strengthen the financial situation of the campus.
vi. To Achieve the QAA.

1.3 Process Adopted

The campus strategic plan is prepared in consultation with the campus management committee, teaching staff, non-teaching staff and stakeholders.

After the selection of the campus for the Higher Education Reform Project by the university grants commission, a preliminary meeting of the campus management committee was held on 2078/03/26 B.S., as per the requirement of the UGC, initial steps were taken to formulate a 10-year

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strategic plan. The meeting formed a 5-member campus strategic plan committee (Annexe-2) and revised the strategic plan committee (Annexe-3). The committee organized a one-day workshop, which formulated the vision, mission, goals and strategic plan. The workshop first overviewed the SWOT. After the overview, the workshop approved the strengths and weaknesses, kept the strengths as it is, and assembled the suggestions to improve the weaknesses. A grand discussion compiled a list of opportunities and threats. In addition, the workshop reformed the necessary statements of vision and mission. At last, it finalized all the points of SWOT. On the second shift, the participants were divided into groups for the discussion of the following agenda.

a) Institutional development,
b) Infrastructural development,
c) Research consultancy and extension,
d) Publication and documentation,
e) Sustainable development of the overall institution
f) Based on the outcome of the workshop and consultation with the campus management committee, a preliminary strategic plan was prepared. The draft was shared with the campus chief, lecturers, and representatives of the stakeholders for their review and comments. Based on feedback and comments of the final draft was prepared and presented to the CMC. The committee approved it after a grand discussion. The revised strategic plan was then submitted to the HERP and the University Grants Commission.

1.4 Participants of the Planning Workshop

The following people were involved in the workshop.

(i) Campus Management Committee,
(ii) Teaching staff
(iii) Office staff
(iv) Representative of the Students' Union

1.5 Outline of the Strategic Plan

The structures of the Campus strategic plan consist of the following sections:

Section I: It consists of the background of the plan, the process adopted and the related stakeholders.

Section II: It consists of the institutional profile of the campus. It consists of the developmental trend of the campus, such as physical facilities,

student enrollment, human resources, extracurricular activities, and financial activities.

Section III: It consists of the development trends. In this section, physical infrastructure, academic program, students' enrolment, examination and results, human resources, faculty, operational income and expenditure and student dropout trend.

Section IV: It consists of strengths, weaknesses, opportunities and challenges (SWOC) of the campus are analyzed.

Section V: Included Vision, mission, goal, objectives, focus areas, strategies, core values and principles.

Section VI: It consists of the determining long-term plan.

Section VII: It consists of the specific action plan.

Section VIII: It consists of the implementation of the strategic plan.

1.6. Expectation of the Plan

On completion of the implementation of this strategic plan, the campus will achieve most of the purposes and the objectives stated in this plan.

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SECTION TWO: INSTITUTIONAL PROFILE

2.1. Historical Background

Since the constituents' campuses of T.U. were unable to meet the demand of higher education in remote areas, T.U. encouraged to opening of educational institutes and Campuses. As a result, several public campuses and private campuses were established nationwide. In that course, NAEC was established in 2060 B.S. at Basaha V.D.C in the name of freedom fighters of the 2007 movement against Rana's regime and former forest minister late Naradmuni Thulung. It offers a bachelor's degree program in Bachelor of Education (B.Ed.).

The campus is away from the city's hassle and pollution. It stands in an ecologically tranquil, peaceful, cosy and attractive place. Since its establishment, it has been imparting quality education with enough facilities. The role of Narad Adarsha Secondary School is crucial to the establishment of the campus. The school contributed by providing building and physical features in the beginning years, and later handed over 2 bighas of land to develop physical infrastructures.

The campus is spread over 2 bighas of land, has its modern building with spacious hostel rooms that accommodate 22 students, and the rooms contain well-equipped furniture of a medium size. Students from remote areas are managed to settle in a hostel with minimum facilities.

2.2 Assessment of present status

NAEC is an autonomous institution in every respect. However, as a T.U. affiliated campus, NAEC is governed by the T.U. rules and regulations, curricula and examinations. It has its premises of 2 bighas area with 5 blocks. The required numbers of non-teaching staff and teaching staff are decided by the campus authority based on the heads of departments and coordinators. The selection committee is responsible for recruiting the teaching and non-teaching staff. For recruitment, notice is published in the campus board, and a vacancy announcement notice is advertised in local/national newspapers. Written and oral examinations are applied to elect teaching staff, and written and practical examination is held for non-teaching staff. A demonstration class is compulsory for the teaching staff.

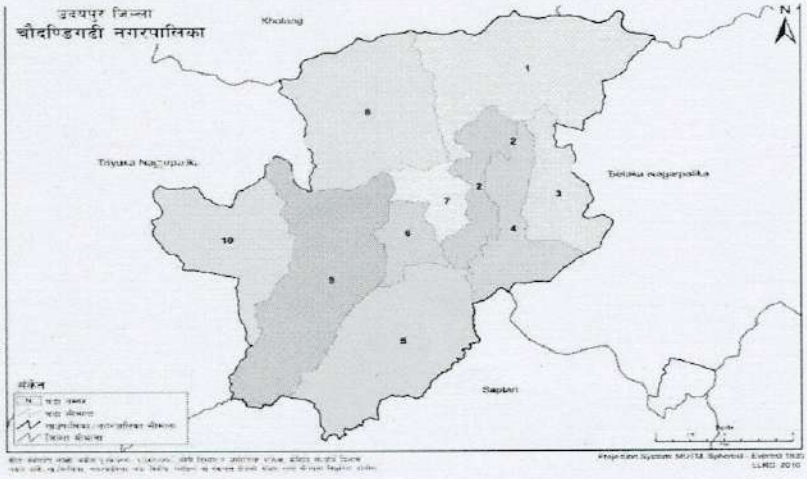
NAEC has clearly defined its goals, objectives and standards, including background information, vision, mission, and strategic plan. It is a community-based campus and is being operated management committee elected by the campus assembly. Any Nepali citizen can be a member of the assembly according to the rules and regulations of the campus. The

campus is a nonprofit and philanthropic organization which is devoted to providing quality education to marginalized disadvantaged, and backwards classes. The campus aims to bring forth highly qualified, dedicated and responsible human resources to compete and prove to the global market. The campus assures to teach life along with books and curricula. NAEC endeavours to expand and strengthen the academic plans, programs and strategies.

2.3 Geographical Location and Socio-economic Status

NAEC is located in the eastern part of Udayapur district, Chaudandigadhi Municipality, Basaha village.
It is situated at an altitude of approximately 360 meters above sea level. The campus is to Madan Bhandari highway, 500 meters south of Naradmuni Thulung Chowk. The land was managed by the former forest minister, late Naradmuni Thulung.
Chaudandigarhi municipality is one of the four municipalities of the Udaipur district. In 2073, when the municipality was declared, in Chaudandi Municipality, Basaha, Beltar, Chaudandi, Siddhipur, Hadia and Sundarpur were merged into it. According to the National Census 2078, the total population of Chaudandigadi Municipality is 53,631, and there are 12,703 households.

The most spoken language in the municipality is the Nepali language, which is spoken by 25,035 people. Other languages such as Tharu (7,138), Chamling (3,011), Bantwa (2,780), Magar (2,545), and Maithili (1,946) are also spoken. Rai people are mostly inhabited in the municipality with 11,814 individuals. Chhetri (11,082), Tharu (7,215), Magar (3,464), Kami (3,070), Bahun (2,305) are also inhabited gradually.



2.3 Physical Infrastructure

❖ Land

2 bighas of land were given to the campus as 'right to use' by Narad Adarsha Secondary School. 300 nuts and 40 coconut plants are planted around.

❖ Buildings and Rooms

At present, there are 6 separate buildings which are being used for this purpose:

S.N.	Rooms used for		Rooms
1	Raymond Kulung-1	Hostel	2
2	VDC. -1	Hostel	1
3	2-store building	Classroom	8
4	Australian Embassy	Hostel	2
5	Hong Kong	Hostel	1

❖ Furniture and Accessories

The campus has furniture and accessories like a desk bench table, a chair rack, etc., to meet requirements. They are presented in the table below:

S.N.	Furniture	Numbers
1	Desk/Bench	182
2	Chairs	75
3	Rack	20
4	Cupboard	6
5	White Board	15
6	Computer table	2
7	Table	5
8	Meeting Hall Chair	50
9	Iron Racks	3
10	Book Racks	16

Equipment

S.N.	Accessories	Numbers
1	Desk Top	3
2	Laptop	4
3	Printer	3
4	CCTV	8
5	Interactive Board	3
6	Wifi Devices	2

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❖ Drinking Water and Toilets

S.N.	Description	Number	Capacity
1	Hill Tanks	3	10000 ltr
2	Water Filter	3	
3	Toilets	5	

❖ Library Books

Types of Books	
General Section	
Reference Section	
Journals	
Magazines	

❖ Hostel

NAEC has two buildings with 9 rooms, one toilet and one tap. The buildings are donated by donors, and 18 students are residing there now.

❖ Sports Facilities

There is one volleyball court and two badminton courts on the premises. Indoor games chess, Ludo, are available.

❖ Library

The library of the campus is housed in a hall. There are adequate references and textbooks in the library. The magazines and newspapers are available in the library.

❖ Academic Programs

S.N.	Level	Faculty	Major Subjects	Approved Dates
1	B.Ed.	Education	English, Nepali, Economics,	2060-07-20
			Population	2080-10-03

2.4 Students Enrolment

Student enrolment of the last three years is given below:

Level	Program	Number of students			
B.Ed.	Education	1st	2nd	3rd	4th
		55	37	49	44

2.5 Teaching Learning Method

The lecture method is commonly used for teaching on campus. An interactive board, a teaching practice book and other educational materials are being used. Other methods group discussion, project work, field observation and teaching practice, are used as per the requirements of the course. The medium of instruction is used in Nepal and English.

2.6 Human Resource Management

There are 13 teaching staff and administrative staff on campus. Among them, 8 are full-time teachers and the remaining 5 are part-time. 3 non-teaching staff are on campus.

2.7 Institutional Management

The campus is an autonomous, community-based educational institution. It is managed by 27 27-member management committee according to Narad Adarsha Education Campus Shanchalan Bidhan, 2081, formed under the T.U. Act on rules and regulations. The management committee includes the representative of the president elected by the campus assembly, the president of the campus unit of the teachers' association, the ward chairperson of Chaudandigadhi Municipality and the free student union. The campus chief is the member secretary of CMC.

To assist the academic and administrative activities of the campus, the research committee and, Extracurricular Activity Committee have been formed on the campus.

2.8 Teachers/ Student Union

Student union and teachers' association have been formed on the campus, which have been playing a crucial role in the development of the campus.

2.9 Economic and Financial Management

Income and Expenditure in 2081/082

Income	Expenditure	Variation
8176380.99	8176381	-0.01

2.10 Source of Income

NAEC receives income from various sources. The regular source of income is students' fees, interest on bank deposits, annual grants from the UGC government and non-government donors and local governments.

2.11 Financial System

Financial transactions of the campus are regulated according to a double-entry system that is audited by audit annually.

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2.12 Extra-curricular Activities

Besides the regular activities, different extra-curricular activities are held on campus regularly. Games like volleyball, chess, badminton, poetry and quiz contests, educational tour, and participation in different contests are organized by the campus and the free student union.

2.13 Student welfare and scholarship

The campus provides scholarships or free-ships for disadvantaged groups, Dalit, students from remote and poor families. The campus provides full free-ship to physically disadvantaged students.

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SECTION- THREE: DEVELOPMENT TREND

3.1 Physical Infrastructure Trend

NAEC has 5 building blocks. Out of it, one 18-room RCC building is a two-storey building. The remaining 4 buildings are single-stored RCC. One is the trust of 4 rooms. All instructional rooms are spacious enough. Most of the furniture is modern. Nowadays modern type of classroom furniture, armed chairs with side mini-tables, has been built. Most of the instructional classrooms accept the RCC rooms. One playground has been built, Students can play volleyball, badminton, etc. on this ground. Of the buildings, 2 are hostel buildings, one of which consists of 7 rooms and another 2 rooms.

One of the floors is concreted and another is paved.

There is managed drinking water at campus. It is reserved in reserve tank. There is water sealed 6 toilet rooms: 3 male and 3 female. But they are not completely feminine and handicapped friendly. There is supply of electricity at campus. It is supplied to the buildings. Permanent wiring has not been made in all the classrooms.

3.2 Academic Development

NAEC was established in 2060 B.S. From the then Bachelor's level of education faculty with specializations in Nepali, Economics, and English. It is an initiated bachelor's degree in population in .....It intends to launch the Bachelor's in Business Studies and the master in Education soon.

3.3 Faculty Development Trend

NAEC was established with the faculty of Education in 2060 B.S. A separate Education Department was established under the head of Mr. ...../ Ajaya Kumar Jha in 2061. There were the programs of Nepali, economics and English. Now, every department is managed by a faculty assistant. The campus chief and every faculty depart runs in a separate office.

3.4 Human Resource Development Trend

Narad Adarsh Education Campus lacks a proper human resource development trend. NAEC participates in different seminars, workshops, meetings and discussions organized by T.U. and other related organizations and institutions. It sometimes organizes informal meetings and discussions, including the members of the management committee, political parties, representatives of 15 student organizations, campus staff

and other stakeholders. But all these are non-scheduled. We have not yet made an operation calendar and put it into practice.

3.5 Operational Income and Expenditure Trend

NAEC has appointed an accountant to handle the income and expenditure of the campus. It keeps a record of all the income and expenditure. It has opened accounts in Rastriya Banijya Bank, Beltar, Rastriya Banijya Bank, Kirtipur and all the expenses are made through banks. Also, there is a standing finance committee under the chairmanship of a management committee member. It keeps an eye on the monetary transactions. Every year, there is a provision of social auditing from CMC, and after an auditor is appointed to look into the system of transactions.

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SECTION FOUR: SWOC ANALYSIS

4.1 Strengths

- Support and commitment of all political parties and a good relationship with local communities.
- Adequate lands for the development of physical infrastructure.
- Highly experienced teachers and staff members.
- Committee assembly and management committee officials, and members.
- The population are growing gradually, and there are immense opportunities to introduce new programs (BIT, BCA, BBA).
- Regular support from UGC and government bodies
- Nearby, from the road (Madan Bhandari Highway), connectivity
- Affordable fees for a medium-sized family
- Increasing number of students, with over 70% female students
- Endorsement and development of the needed policy to run the campus.

4.2 Weakness

- Lack of a sustainable financial source
- Lack of E. Library
- Lack of a capacity development program for teachers
- Lack of ICT, ICT-friendly class
- Inadequate number of administrative staff
- Insufficient equipment and technology

4.3 Opportunities

- May provide educational leadership to the eastern mid-terai region, Udayapur and neighbouring districts, Bhojpur, Khotang, and Saptari.
- Possibility of an increased number of students from disadvantaged Dalit, Janjati, who aspire for reasonable fees
- Can provide educational leadership in higher education, as there are a large number of feeder schools.

4.4 Challenges

- Challenge of providing quality education by changing the affordable amount of fee amount
- Strengthen and enhance the quality to attract more students
- Lack of a clear policy of the government on public campuses
- Challenge to recruit and retain qualified teaching faculty
- The challenge of meeting the requirement to mention the quality of education
- Minimize high dropout brain drain

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- The challenge is to provide technical and skilled education
- The challenge is to make students competent enough in an advanced and complex world.

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CHAPTER FIVE: VISION, MISSION, GOALS, CORE VALUES, GUIDING PRINCIPLES, OBJECTIVES, PROGRAMS, STRATEGIES

INSTITUTIONAL VISION

To enable students to achieve academic goals and develop successful professional personalities and continuous learning through quality education.

INSTITUTIONAL MISSION

Maximizes equitable, accessible, affordable and quality higher education.

INSTITUTIONAL GOAL

To enhance the quality of education provided and enhance student success rates through effective teaching methods and comprehensive support systems.

OUR CORE VALUES

Accessibility

Efforts should be made to improve the accessibility of higher education for all members of the community, regardless of their background or circumstances, so that everyone has the opportunity to pursue their academic goals.

Partnership

Establish partnerships at both national and international levels to foster collaboration.

Continuous quality improvement

Continuous effort for quality improvement.

Diversity and inclusivity

Promoting a welcoming and supportive environment that promotes diversity and inclusivity.

Academic integrity

Committed to maintaining ethical decision-making processes, displaying professionalism in all our actions, promoting transparency in our actions, and ensuring responsible stewardship of environmental, financial, and community resources.

GUIDING PRINCIPLES

Quality Culture

Establish quality culture and continuous quality improvement practices.

Interdisciplinary Research

Promote interdisciplinary academic research which can address the issues of society.

Financial Sustainability

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Maintain financial sustainability through diversified income sources of income.

Digital Transformation

Use the latest technologies for teaching, learning, research and management of the campus to achieve the objectives of digital transformation.

Community Engagement

Promote and ensure the engagement of the stakeholders and community people.

Diversity, Equity and Inclusion

Promotes diversity, equity, and inclusivity within institutions.

INSTITUTIONAL OBJECTIVES

(1) Develop and implement policies, procedures, systems and mechanisms to deliver continuous quality improvement.
(2) To promote and support the implementation of innovative teaching strategies within an outcome-based educational framework.
(3) To promote multi-disciplinary academic research.
(4) Encourage the use of information and communication technologies (ICT) to improve educational quality, research standards, and management information systems.
(5) To enhance, update, and renovate the current infrastructure to provide the department with essential and up-to-date infrastructure facilities.
(6) To establish a Soft Skill Development Unit to improve professional skills and provide job placement and internship services for students.
(7) To enhance the personal growth and career advancement opportunities for both faculty members and staff, fostering a culture of continuous learning and improvement.
(8) To improve the overall student success, focus on enriching and expanding counselling sessions, scholarship opportunities, and a wide range of additional student support services.
(9) To increase the visibility of the campus through comprehensive public information-related activities.
(10) Promote collaborative extension and outreach programs.

STRATEGIC AREAS

(1) Continuous Quality Improvement
(2) Innovative teaching
(3) Multi-disciplinary research
(4) Use of ICT

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(5) Developing infrastructure facilities
(6) Soft Skills and Job Placement
(7) Faculty Development Plan
(8) Student Support Services
(9) Public information
(10) Collaborative extension and outreach programs.

INSTITUTIONAL STRATEGIC AREAS AND STRATEGIES

SN	Strategic Area	Strategies
1	Continuous Quality Improvement	(1) Establishing a clear and comprehensive policy, guideline, mechanism, and system to foster a culture of continuous quality assurance within the organization. (2) To ensure quality standards, establish an internal quality assurance committee. (3) Commence the procedural steps required to ensure quality standards are met and accreditation is achieved successfully.
2	Innovative teaching	(1) Introducing innovative self-financing programmes and non-credit courses to effectively accommodate the dynamic requirements of the ever-evolving global market. (2) Utilization of a blended teaching methodology includes an integration of traditional teaching approaches, interactive learning activities, and the incorporation of ICT-enabled pedagogical techniques. (3) Transform the library into an automated system, and provide electronic content for a library user. (4) Enhance educational practices by promoting the combination of ICT for

		interactive teaching in multimedia virtual classrooms.
3	Multi-disciplinary research	(1) Develop and execute a comprehensive research policy for the Shree Narad Adarsh Education Campus. (2) Secure consistent and reliable funding to support ongoing research activities. (3) Encourage both faculty members and students to actively engage in academic research endeavours by offering them various opportunities for participation and support, including access to research funding resources. (4) Elevate the quantity of journal articles produced and publish a peer-reviewed journal of the campus.
4	Use of ICT	(1) Use an integrated Management information system. The management system should have integrated EMIS, MIS and LMIS. (2) Start the process of digitalization. (3) Organize programs to enhance ICT literacy among faculty, staff and students. (4) Establish digitalization funds.
5	Developing infrastructure facilities	(1) Advocate with various entities such as the university grants commission, municipality, provincial, and federal government, as well as individual donors, to effectively secure the necessary funds. (2) Develop a comprehensive and strategic long-term plan focused on enhancing physical infrastructure,

		detailing all aspects of facilities and infrastructure.
6	Soft skill and Job Placement	(1) Allocate budget for the soft skill development programs. (2) Prepare a yearly plan for soft skill development. (3) Establish a network with industries and schools.
7	Faculty Development Plan	(1) To enhance academic excellence and promote a culture of continuous learning, it is essential to evaluate the training requirements of the faculty members thoroughly and then establish a comprehensive faculty development plan to enhance their expertise and capabilities. (2) Provision of faculty appraisal system. (3) Establish a fair recruitment procedure.
8	Student Support Services	(1) Establish mechanisms and competency to provide counselling services. (2) Establish a mechanism to provide job placement and internship services. (3) Establish scholarship trust funds.
9	Public information	(1) Develop a website for the campus. (2) Annually publish a prospectus, magazine and other publications. (3) Organize formal interaction programs with community influential persons.
10	Collaborative extension and outreach programs	(1) Plan extension and outreach programs. (2) Establish a network with non-governmental and governmental organizations.

SECTION SIX: LONG-TERM PLAN

Strategic Areas

On the basis of outcome of planning works of, interaction with CMC and teachers, priority assigned to different strategic development areas in the strategic plan is as follows:

S.N.	Development Areas	Priority
1	Assure quality	1
2	Development of Infrastructure	2
3	Resource Mobilization	3
4	Promoting Stakeholders' Networking and Partnership	4
5	Provision of EMIS	5
6	Redesigning the organizational structure of campus	6
7	Financial sustainable development	7

Strategic Areas and Activities

Assure quality

1: Activities:

- ✓ Enhance the quality of faculty members
- ✓ Development academic environment
- ✓ Management of well-equipped library
- ✓ Use of technology in teaching
- ✓ Use of new and modern teaching materials
- ✓ Monitoring supervision and evolution

2: Promote information and Communication Technology
Activities:

- ➢ Updating electronic data base of the students and budgetary system
- ➢ Updating the website of campus including all the educational, physical, historical, financial and environmental environment
- ➢ Distribution of campus prospectus
- ➢ Publishing campus bulletin every year
- ➢ Preparation of academic and operational calendar every year
- ➢ Managing enquiry desk and complain box in campus
- ➢ Other required activities set by advertising sub committee

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3: Personal Information System
Activities:

- Publishing annual report
- Provision of internet, email and web page
- Managing information desk
- Preparing separate profile of teachers, students and management committee members
- Advertisement through papers and electronic media
- Managing laptop for every faculty member
- Preparation of operational and academic calendar
- Effectiveness of EMIS Unit

4: Re engineering the Existing Organizational Structure of the Campus:
Activities:

- Reviewing charter and formulation by law
- Study of organizational development/structure and preparation f job description for each staff
- Reconstruction, repair and maintenance of the physical properties of the campus

5: Reviewing charter and formation by law:
Activities:

- Reviewing charter and formulation by law
- Re-engineering the existing organizational of the campus

6: Study of Organizational Development/Structure and Preparation of Job Description for each staff:
Activities:

- Provision of board recruitment and selection process
- Provision of different sub committees
- Provision of monitoring and evaluation team
- Formulating the by-laws for teaching and non-teaching staff, formulating financial by laws and formulation of committees for it
- Making and reviewing job description for assistant campus chief, faculty heads, department head subject committees

7: Re-construction, Repair and Maintenance of Physical Properties:
Activities:

- Policy development for reconstructing, repairing and maintaining physical properties of the campus
- Formulate the repair committee and guided by guidelines
- Allocate the budget in each fiscal year
- Make the list of necessary premises to be repaired
- Make up-to-date the old infrastructure

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- Recommend the premises which are to be destroyed and reconstructed supervision of the desk

8: Ensuring the Social Equity

Activities:

- Promoting equity and equality
- Providing equal opportunity for all in overall campus activity
- Avoiding gender biasness in employment process of this campus
- Giving the priorities to girls while providing scholarship
- Providing Scholarship to the marginalized groups
- Making the provision of uniform
- Ensuring the equal participation of boys/girls in co-curricular activities.
- Ensuring the equal candidacy in the selection of class monitor, representative as student quality circle, red cross members etc.

SECTION SEVEN: SPECIFIC ACTION PLAN (2081/2082-2085/2086)

Strategic Area 1

Activities	Specific Objective	Immediate results	Completion date	Estimated five-year budget
Objective-Develop and implement policies, procedures, systems and mechanisms to deliver continuous quality improvement.				
Strategic Area-Continuous Quality Improvement				
Guidelines for IQAC	Develop a guideline for IQAC	Approved IQAC guideline	2081	
Formation of IQAC	Form IQAC	Prepared SSR	2081-2082	
QAA procedure	Complete the SSR procedure	Obtained QAA certificate	2081-2084	
Academic and administrative monitoring	Perform academic and administrative monitoring	Conducted academic and administrative monitoring	2081/2082-2085/2086)	
Capacity building on QAA	Host training for capacity building on QAA	Key stakeholders were informed about the QAA	2081	
Academic audit	Conduct an academic audit	Has been done academic audit	2081/2082-2085/2086)	

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Feedback	Obtain feedback from students, alumni, teachers and stakeholders	Obtained and analyzed stakeholders' feedback	2081/2082-2085/2086)	
Committees, departments and Units	Form Committees, departments and Units.	Formed Committees, Departments and Units	2081	
Performance appraisal	Execute the Performance appraisal checklist	Developed and used a Performance appraisal checklist	2081/2082-2085/2086)	

Strategic Area 2

Activities	Specific Objective	Immediate results	Completion date	Estimated five-year budget
Objective- To promote and support the implementation of innovative teaching strategies within an outcome-based educational framework.				
Strategic Area- Innovative teaching				
Teacher training	Host teachers training	Organized teachers' training	2081/2082-2085/2086	
Academic calendar	Prepare an academic calendar	Implemented academic calendar	2081/2082-2085/2086	
Teaching plan	Use a teaching plan	The teacher used a teaching plan	2081/2082-2085/2086)	

Feedback	Obtain feedback from students, alumni, teachers and stakeholders	Obtained and analyzed stakeholders' feedback	2081/2082-2085/2086)	
Committees, departments and Units	Form Committees, departments and Units.	Formed Committees, Departments and Units	2081	
Performance appraisal	Execute the Performance appraisal checklist	Developed and used a Performance appraisal checklist	2081/2082-2085/2086)	

Strategic Area 2

Activities	Specific Objective	Immediate results	Completion date	Estimated five-year budget
Objective- To promote and support the implementation of innovative teaching strategies within an outcome-based educational framework.				
Strategic Area- Innovative teaching				
Teacher training	Host teachers training	Organized teachers' training	2081/2082-2085/2086	
Academic calendar	Prepare an academic calendar	Implemented academic calendar	2081/2082-2085/2086	
Teaching plan	Use a teaching plan	The teacher used a teaching plan	2081/2082-2085/2086)	

PPT, various software and ICT tools	Use PPT, various software and ICT tools.	Supplemented lecture methods, using PPT, various software and ICT tools.	2081/2082-2085/2086)	
Innovative teaching methods	Use innovative teaching methods	Supplemented lecture methods using innovative teaching methods.	2081/2082-2085/2086)	
National and international exposure for teachers	Provide national and international exposure for teachers	Teachers had opportunities at national and international level programs.	2081/2082-2085/2086)	
Dropout and absentee rate	Reduce Dropout and absentee rate.	Implemented activities to dropout and absentee rate	2081/2082-2085/2086)	

Strategic Area 3

Activities	Specific Objective	Immediate results	Completion date	Estimated five-year budget
Objective- To promote multi-disciplinary academic research.				
Strategic Area- Multi-disciplinary research				

Research policy	Develop and execute a comprehensive research policy for the Shree Narad Adarsh Education Campus.	Implemented research policy	2081	
RMC	Functional and active RMC	Completed different research activities	2081	
Budget	Allotted budget for RMC	Allotted budget for RMC	2081/2082-2085/2086)	
PhD	Encourage teachers to pursue a PhD	Teachers were enrolled in a PhD program	2081/2082-2085/2086)	
Conferences, Seminars, Workshops and training	Host conferences, seminars, workshops and training in research-related topics	Campus organized conferences, seminars, workshops and training in research related topics	2081/2082-2085/2086)	
Consultancy	Reinforce consultancy services	Consultancy services provided	2081/2082-2085/2086)	

Journal	Publish journal	Published journal by the campus	2081/2082-2085/2086)	
Research grants	Allotted budget for research grants	Teachers and students obtained research grants	2081/2082-2085/2086)	

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Strategic Area 3

Activities	Specific Objective	Immediate results	Completion date	Estimated five-year budget
Objective- To promote multi-disciplinary academic research.				
Strategic Area- Multi-disciplinary research				
Research policy	Develop and execute a comprehensive research policy for the Shree Narad Adarsh Education Campus.	Implemented research policy	2081	
RMC	Functional and active RMC	Completed different research activities	2081	
Budget	Allotted budget for RMC	Allotted budget for RMC	2081/2082-2085/2086)	
PhD	Encourage teachers to pursue a PhD	Teachers were enrolled in a PhD program	2081/2082-2085/2086)	
Conferences, Seminars, Workshops and training	Host conferences, seminars, workshops and training	Campus organized conferences, seminars, workshops	2081/2082-2085/2086)	

	in research related topics	and training in research related topics		
Consultancy	Reinforce consultancy services	Consultancy services provided	2081/2082-2085/2086)	
Journal	Publish journal	Published journal by the campus	2081/2082-2085/2086)	
Research grants	Allotted budget for research grants	Teachers and students obtained research grants	2081/2082-2085/2086)	
Research fund	Motivate donors to establish research funds	Established research funds	2081/2082-2085/2086)	

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Strategic Area 4

Activities	Specific Objective	Immediate results	Completion date	Estimated five years budget
Objective- Encourage the use of information and communication technologies (ICT) to improve educational quality, research standards, and management information systems.				
Strategic Area- Use of ICT				
Digital classroom	Develop a digital classroom	Equipped digital equipment in the classroom	2081/2082-2085/2086)	
IT facilities	Procure IT facilities	Procured IT facilities	2081/2082-2085/2086)	
EMIS	Use EMIS	Used EMIS	2081	
Library	Make the library automated	Developed e-library	2081	
Computer labs	Advancement of computer labs	Procured more computers and use the latest software	2081-2082	
ICT literacy	Host a training program for teachers on the use of ICT tools	Organized training program for teachers in the use of ICT tools	2081/2082-2085/2086)	

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Strategic Area 5

Activities	Specific Objective	Immediate results	Completion date	Estimated five years budget
Objective- To enhance, update, and renovate the current infrastructure to provide the department with essential and up-to-date infrastructure facilities				
Strategic Area- Developing infrastructure facilities				
Repair committee	Formulate the repair committee and be guided by the guidelines	Functional Repair Committee	2081	
Repair and maintenance	Make a list of the necessary premises to be repaired	Completed repair and maintenance task	2081/2082-2085/2086)	
Plantation, gardening and Beautification of the campus	Conduct Plantation, gardening and beautification of the campus	Plantation, gardening and beautification of the campus have been completed	2081/2082-2085/2086)	
Health clinic	Provide minimal health services	Provided minimal health services	2081/2082-2085/2086)	

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Games and sports	Construct games and sports facilities	Constructed Basketball, Volleyball, and Badminton Courts	2081/2082-2085/2086)	
Funds	Manage funds through the UGC and other donors	Collected more funds through the UGC and other donors	2081/2082-2085/2086)	
IT facilities	Procure and install IT facilities.	Installed IT facilities	2081/2082-2085/2086)	
Funds from the Municipality and Province	Coordinate with the Municipality for financial support	Obtained funds from the Municipality and Province	2081/2082-2085/2086)	

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Strategic Area 6

Activities	Specific Objective	Immediate results	Completion date	Estimated five years budget
Objective- To establish a Soft Skill Development Unit to improve professional skills and provide job placement and internship services for students.				
Strategic Area- Soft Skills and Job Placement				
Soft Skills and Job Placement Committee	Formulate the Soft skills and Job Placement	Functional Soft Skills and Job Placement	2081	
Soft skill development	Conduct Soft skill development trainings, courses, etc.	Conducted Soft skill development training and courses.	2081/2082-2085/2086)	
Self-sustaining and non-credit courses	Conduct Self-sustaining and non-credit courses	Conducted Self-sustaining and non-credit courses	2081/2082-2085/2086)	
MoU with the school	Conduct MoU with Schools for placement.	Students are getting placement services	2081/2082-2085/2086)	

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Strategic Area 7

Activities	Specific Objective	Immediate results	Completion date	Estimated five years budget
Objective- To enhance the personal growth and career advancement opportunities for both faculty members and staff, fostering a culture of continuous learning and improvement.				
Strategic Area- Faculty Development Plan				
Teacher and staff service rules	Develop Teacher and staff service rules	Executed the Teacher and staff service rules	2081	
Annual Faculty Development Plan	Implement Annual Faculty Development Plan	Organized training, workshop, seminar and orientation for teachers	2081/2082-2085/2086)	
Capacity development for staff	Organize and facilitate training, workshop, seminar and orientation for staff	Organize and facilitate training, workshop, seminar and orientation for staff	2081/2082-2085/2086)	
Performance evaluation	Implement a performance evaluation system	Implemented a Performance evaluation system	2081/2082-2085/2086)	

Reward	Put a rewards system for staff and teachers	Rewarded staff and teachers.	2081/2082-2085/2086)	

Strategic Area 8

Activities	Specific Objective	Immediate results	Completion date	Estimated five years budget
Objective- To improve the overall student success, focus on enriching and expanding counselling sessions, scholarship opportunities, and a wide range of additional student support services				
Strategic Area- Student Support Services				
Scholarship Policy/Guideline	Develop Scholarship Policy/Guideline	Implemented Scholarship Policy/Guideline	2081	
Scholarship	Increase the number of scholarships	Increased number of scholarships	2081/2082-2085/2086)	
Counselling	Provision of continuous counselling	Counselling services	2081/2082-2085/2086)	
Reading and restroom	Construct a reading and rest room	Constructed reading and rest room	2081/2082-2085/2086)	
Counselling trainings	Host counselling training for teachers and staff	Done counselling training for teachers and staff	2081-2082	

Scholarship Trust Fund	Establish a Scholarship Trust Fund through the support of donors.	Established Scholarship Trust Fund through the support of donors.	2081/2082-2085/2086)	

Strategic Area 9

Activities	Specific Objective	Immediate results	Completion date	Estimated five years budget
Objective- To increase the visibility of the campus through comprehensive public information-related activities.				
Strategic Area- Public information				
Website	Develop a website for the campus	Updated website	2081	
Publications	Annually publish a prospectus, a magazine and other publications	Published a prospectus, a magazine and other publications	2081/2082-2085/2086)	
E-publications	Develop publications	Published e-publications	2081/2082-2085/2086)	
Interaction programs	Organized interaction programs with the guardians' local guardians	Organized interaction programs with guardians and local people	2081/2082-2085/2086)	

	and local people.			

Strategic Area 10

Activities	Specific Objective	Immediate results	Completion date	Estimated five years budget
Objective- Promote collaborative extension and outreach programs.				
Strategic Area- Public information				
Extension and outreach programs.	Prepare a Plan for extension and outreach programs.	Prepared Plan for extension and outreach programs	2081	
Extension and outreach programs.	Implement a Plan for extension and outreach programs.	Implemented Plan for extension and outreach programs	2081/2082-2085/2086)	
Collaboration	Establish a network with non-governmental and governmental organizations to promote collaborative extension and outreach programs.	Established a network with non-governmental and governmental organizations to promote collaborative extension and outreach programs.	2081/2082-2085/2086)	

Collaborative Extension and Outreach Programs	Establish a partnership with Chaudandigadhi Municipality for collaborative extension and outreach programs.	Collaborative extension and outreach programs	2081/2082-2085/2086)	

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SECTION EIGHT: IMPLEMENTATION

The campus Management committee will ensure the effective implementation of the strategic plan to achieve the goals envisioned. Based on the overall plan, the campus will formulate an annual implementation plan at the beginning of each fiscal year. The participation of the stakeholders will be ensured in each phase of the plan's implementation. The campus management committee will form several subcommittees to look after the sectoral plans. The following committees are formed to support the overall plan implementation.

Review Analysis

A sectoral committee will be formed to handle the sectoral programs. The CMC will receive the reports from the programs from the committees and analyze them regularly. It will support and encourage the committee to implement the program smoothly.

Conclusion

The vision, mission, goals and objectives are mentioned and identified in the strategic plan. Effective implementation of aforementioned activities under strategic area and objectives will be supported by the management committee, teaching staff and non-teaching staff in coordination with concerned stakeholders. For the proper allocation of the budget, a warm discussion will be held with the concerned department, committees, etc. Every activity will be carried out effectively under a scheduled program and time-bound. They will be carried out effectively under a scheduled program and time-bound manner. There will be the provision of monitoring activities by the authorized bodies for the quality assurance, infrastructure development, resource mobilization, stakeholders networking, effectiveness, equity and equality, etc. For the sustainable development of this campus, the plan is supposed to be very beneficial so that the vision, mission and objectives will be fulfilled. At last, the activities under the strategic plan will be conducted by the grant provided by the Local government, provincial government, central government, UGC, INGO, NGO, Alumni and internal resources as well.

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Annex-1- Campus Management Committee

S.N.	Name	Designation	Sex	Remarks
1	Hideep Rai	Chairman	M	Elected
2	Shekhar Rai	Vice-Chairman	M	Elected
3	Ambika Paswal	Member	F	Elected
4	Shyam Bahadur Rai	Member	M	Elected
5	Dinesh Rai	Member	M	Elected
6	Bir Bahadur Rai	Member	M	Elected
7	Jay Kumar Rai	Member	M	Elected
8	Nurba Singh Nepali	Member	M	Elected
9	Lal Kumar Rai	Member	M	Elected
s	Rebanti Rai	Member	F	Elected
11	Samjhana Rai	Member	F	Elected
12	Dipak Raut	Member	M	Elected
13	Kumar Rai	Member	M	Elected
14	Krishna Kumar Shrestha	Member	M	Elected
15	Arjun Tamang	Member	M	Elected
16	Anjana Rai	Member	F	Elected
17	Bhupendra Rai	Member	M	Elected
18	Dhan Kumari Rai	Member	M	Elected
19	Nabin Suptihang Rai	Member	M	Elected
20	Basant Bhandari	Member	M	Elected
21	Nabraj Thulung	Member	M	Elected

Elected by fifth campus assembly

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Annex-2

Strategic Planning Committee

S.N.	Name	Designation	Representative from
1	Shekhar Rai	Coordinator	CMC Member
2	Dhurba Raj Rai	Member	Lecture NAEC
3	Namnuhang Rai	Member	EMIS Member
4			
5			

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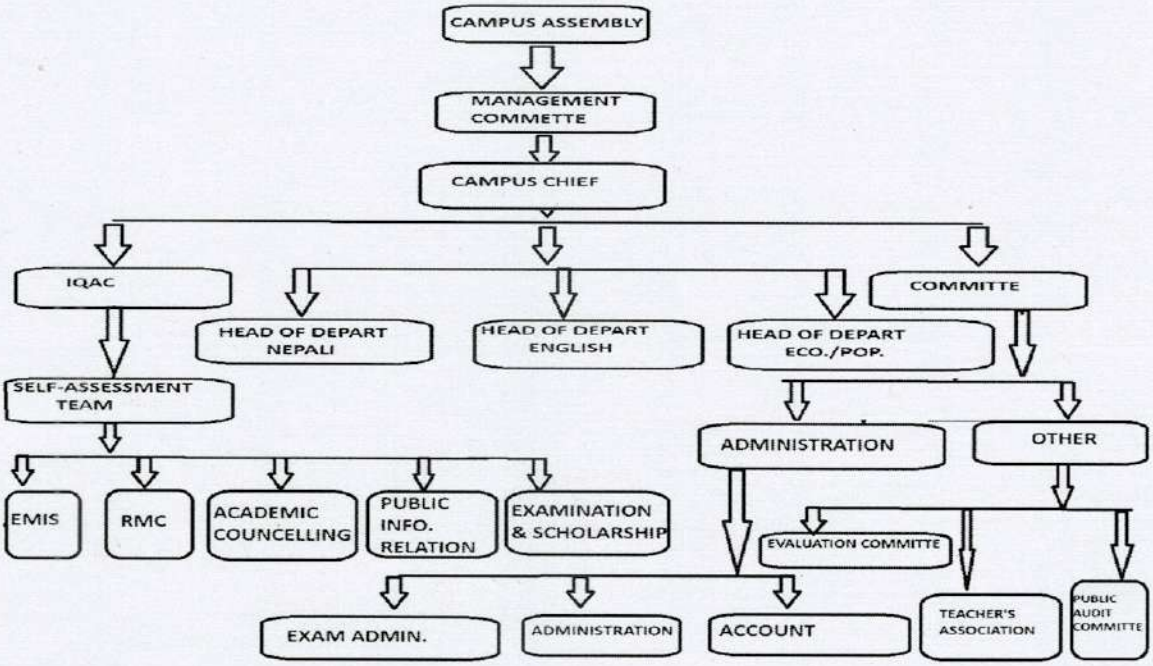
Annex-3

Organizational Structure



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