

RUPANDEHI CAMPUS ACTION PLAN 2017

SN	MONTHS	ACTIVITIES	RESPONSIBILITY	REMARKS
1	JAN	<ul style="list-style-type: none"> ● Installation of software about exam monitoring system. (By the end of January 2017) ● Installation of software about accounting and financial information system. (By the end of January 2017) ● Check up student's feedback about every teacher on annual basis (annually in Jan 2016, 2017) ● Provide uniform furniture and furnishing to increase the qualitative look of administrative blocks, library, seminar halls, and laboratory and class rooms. (Start from Jan. 2017) 	CMC	Implemented
2	FEB	<ul style="list-style-type: none"> ● Data entry of at least past 3 years.(By the end of Feb, 2017) ● Training to the required manpower for operating system of software. (By the end of Feb, 2017) ● Training to the exam section, accounting staff, campus chief, assistant campus chiefs and subject committee chairman about the use of the system. (By the end of February 2017) ● Training to the accounting staff campus chief assistant campus chief and subject committee chairman about the use of the system. (By the end of February 2017) 	Campus Chief, Head of EMIS and CMC	Implemented

3	MARCH	<ul style="list-style-type: none"> ● Implementation of software system completely. (Start from March) ● Provide Scholarships to ‘Dalit’, Janajati, and students from other deprived sectors based on merit and financial need. ● Organize sports week and celebrate campus day. ● Set up proper reward system to outstanding students which motivate others for good performance. ● Apply proper reward and punishment system on the basic of the performance of academic and administrative staff. ● Develop a separate location for management information control system. (Start from March) ● Formulate a comprehensive resource development program approaching to donors and local governmental bodies. 	EMIS Head and Campus Chief	
4	APRIL	<ul style="list-style-type: none"> ● Entry of all examination data in the system. (By the end of April) ● Entry of all financial transaction to the date. (By the end of April) ● Construct the inner way to every buildings and blocks systematically. (Start from April) ● Start tracer study. 	EMIS Head, Campus Chief and CMC	
5	MAY	<ul style="list-style-type: none"> ● Entry of books in the bar code system. (Completed by the end of May) ● Sending at least 10 management students for internship in one academic session and eligible students from education stream for 	Library Head, EMIS Head and Campus Chief	

		<p>teaching practice. (From May to June)</p> <ul style="list-style-type: none"> ● Conducting job training to at least 40 students annually. (From May to June) ● Arrange an interaction program with community people, specialists, business people, professional, political leaders and other stakeholders regarding possibility and demand of manpower in different field. ● Construction of basketball court. (Start from May) ● Conducting a regular interaction program with business leaders, social workers, industrialists, government official to promote campus program. (Annually May 2016, 2017) ● Extending collaboration and networking with other institutions for teaching, learning and research. 		
6	JUNE	<ul style="list-style-type: none"> ● Operation of the library system. (Start from June) ● Entry of data covering a detail profile of students, teaching and non-teaching staff for at least past four years. (By end of June) ● Purchase of books. (100 books in June) 	Library Head and EMIS Head	
7	JULY	<ul style="list-style-type: none"> ● Orientation to the students, teaching and non teaching staff on the use of the information system. ● Providing well ventilated and spacious classroom. ● Complete the ongoing construction. 	EMIS Head and Campus Chief	

		<p>(Start from July)</p> <ul style="list-style-type: none"> • Develop a separate First Aid block with the provision of health staff. (Start from July) 		
8	AUGUST	<ul style="list-style-type: none"> • Interaction program with parents, social members, principals and +2 graduates from at least five schools • Publication of journal (Start from 2016 once a year in August) • Develop a consistent method of delivering campus information through a regular publication targeted to prospective students and community leaders. 	Research committee	
9	SEPT	<ul style="list-style-type: none"> • Preparation and distribution of campus prospectus. • Advertisement through paper and electronic media including campus web site. • Conducting campus Admission interview, Group Discussion and enrollment. • Increasing students' participation to resolve emerging social problem/issues. • Enhance the campus's image through a comprehensive marketing and recruitment strategy. 	Extra-Curricular Head	
10	OCT	<ul style="list-style-type: none"> • Provide the opportunities to teaching faculties about faculty development program conducted by renowned universities. (Start from Oct.) • To have PTA meeting. (Annually in October) 	EMIS Head and Campus Chief	

11	NOV	<ul style="list-style-type: none"> • Purchase of 10 computers. (3 computers in Nov) 	Campus Chief and CMC	
12	DEC	<ul style="list-style-type: none"> • Review the currently run programs and conduct a feasibility study for operating other programs. (By the end of December) • Make the staff and teachers capable of using computer based management information system. (MIS) (Start from Dec.) 	CMC	

RUPANDEHI CAMPUS ACTION PLAN 2018

SN	MONTHS	ACTIVITIES	RESPONSIBILITY	BUDGET
1	JAN	<ul style="list-style-type: none"> ● Check up student's feedback about every teacher on annual basis. ● Modify layout of the existing library to satisfy the need of computerized library management system and research activities. (Start from Jan.) 	Student Cell, CMC and Library Head	10000.00 20000.00
2	FEB	<ul style="list-style-type: none"> ● Establishing career assessment centre to identify the potential of students. 	Campus Chief and Faculty Members	20000.00
3	MARCH	<ul style="list-style-type: none"> ● Provide Scholarships to 'Dalit', Janajati, and students from other deprived sectors based on merit and financial need. ● Organize sports week and celebrate campus day. ● Set up proper reward system to outstanding students which motivate others for good performance. ● Apply proper reward and punishment system on the basic of the performance of academic and administrative staff. ● Formulate a comprehensive resource development program approaching to donors and local governmental bodies. ● Formulating a comprehensive action plan to carry out career counseling program. 	CMC and Campus Chief	100000.00 50000.00 10000.00 5000.00 1000000.00 20000.00
4	APRIL	<ul style="list-style-type: none"> ● Start tracer study ● Renovate the existing academic and administrative buildings. (Start from April) 	SAT Head, Campus Chief and CMC	20000.00 500000.00

5	MAY	<ul style="list-style-type: none"> • Sending at least 10 management students for internship in one academic session and eligible students from education stream for teaching practice. (May to June) • Conducting job training to at least 15 students annually. (May to June) • Arrange an interaction program with community people, specialists, business people, professional, political leaders and other stakeholders regarding possibility and demand of manpower in different field. • Construct gender friendly restroom. • Extending collaboration and networking with other institutions for teaching, learning and research. 	Research Committee Head, EMIS Head Management Head, Teaching Practice Head, and Campus Chief	5000.00 10000.00 10000.00 1000000.00 10000.00
6	JUNE	<ul style="list-style-type: none"> • Purchase of books. (250 books) • Purchase of 5 projectors (2 in June) 	Library Head, EMIS Head, and CMC	125000.00 80000.00
7	JULY	<ul style="list-style-type: none"> • Sanitation program. 	Campus Chief and Extra-Curricular Head	5000.00
8	AUGUST	<ul style="list-style-type: none"> • Interaction program with parents, social members, principals and +2 graduates from at least ten schools. • Publication of journal. • Develop a consistent method of delivering campus information through a regular publication targeted to prospective students and community leaders. (Annually in March and August) 	Research committee, Campus Chief	5000.00 40000.00 60000.00

		<ul style="list-style-type: none"> • Construct separate parking sheds for cycles and vehicles. (Start from Aug.) 		200000.00
9	SEPT	<ul style="list-style-type: none"> • Preparation and distribution of campus prospectus and calendar. • Advertisement through paper and electronic media including campus web site. • Conducting campus Admission interview, Group Discussion and enrollment. • Increasing students' participation to resolve emerging social problem/issues. • Enhance the campus's image through a comprehensive marketing and recruitment strategy. 	CMC, Campus Chief, Faculty Members, and Extra-Curricular Head	50000.00 30000.00 5000.00 10000.00 10000.00
10	OCT	<ul style="list-style-type: none"> • To have PTA meeting. 	CMC and Campus Chief	5000.00
11	NOV	<ul style="list-style-type: none"> • Purchase of 10 computers. (5 computers) 	Campus Chief and CMC	200000.00
12	DEC	<ul style="list-style-type: none"> • To have a meeting with Alumni Association. 	Campus Chief, and Alumni Head	5000.00

RUPANDEHI CAMPUS ACTION PLAN 2019

SN	MONTHS	ACTIVITIES	RESPONSIBILITY	BUDGET
1	JAN	<ul style="list-style-type: none"> • Check up student's feedback about every teacher on annual basis. 	Student Cell	10000.00
2	FEB	<ul style="list-style-type: none"> • Construct separate hostels for girls and boys students. (Start from Feb.) 	Campus Chief and CMC	150000.00
3	MARCH	<ul style="list-style-type: none"> • Provide Scholarships to 'Dalit', Janajati, and students from other deprived sectors based on merit and financial need. • Organize sports week and celebrate campus day. • Set up proper reward system to outstanding students which motivate others for good performance. • Apply proper reward and punishment system on the basic of the performance of academic and administrative staff. • Formulate a comprehensive resource development program approaching to donors and local governmental bodies. 	CMC and Campus Chief	110000.00 55000.00 10000.00 6000.00 100000.00
4	APRIL	<ul style="list-style-type: none"> • Start tracer study • Construct separate academic block of each and every faculties. (Start from April) 	SAT Head, Campus Chief and CMC	30000.00 2500000.00

5	MAY	<ul style="list-style-type: none"> ● Sending at least 10 management students for internship in one academic session and eligible students from education stream for teaching practice. ● Conducting job training to at least 20 students annually. ● Arrange an interaction program with community people, specialists, business people, professional, political leaders and other stakeholders regarding possibility and demand of manpower in different field. ● Extending collaboration and networking with other institutions for teaching, learning and research. 	Research Committee Head, EMIS Head Management Head, Teaching Practice Head, and Campus Chief	5000.00 10000.00 10000.00 10000.00
6	JUNE	<ul style="list-style-type: none"> ● Purchase of books. (150 books) ● Purchase of 5 projectors (3 in June) 	Library Head, EMIS Head, and CMC	90000.00 150000.00
7	JULY	<ul style="list-style-type: none"> ● Public awareness program. 	Campus Chief and Extra-Curricular Head	10000.00
8	AUGUST	<ul style="list-style-type: none"> ● Interaction program with parents, social members, principals and +2 graduates from at least five schools, 17 ● Publication of journal ● Develop a consistent method of delivering campus information through a regular publication targeted to prospective 	Research committee, Campus Chief	10000.00 40000.00 70000.00

		students and community leaders.		
9	SEPT	<ul style="list-style-type: none"> • Preparation and distribution of campus prospectus and calendar • Advertisement through paper and electronic media including campus web site. • Conducting campus Admission interview, Group Discussion and enrollment. • Increasing students' participation to resolve emerging social problem/issues. • Enhance the campus's image through a comprehensive marketing and recruitment strategy. 	CMC, Campus Chief, Faculty Members, and Extra-Curricular Head	80000.00 40000.00 5000.00 10000.00 5000.00
10	OCT	<ul style="list-style-type: none"> • Start and complete the construction of Campus Park for recreation. (By the end of October) • To have PTA meeting. 	CMC and Campus Chief	100000.00 10000.00
11	NOV	<ul style="list-style-type: none"> • Purchase of 10 computers. (2 computers) 	Campus Chief and CMC	100000.00
12	DEC	<ul style="list-style-type: none"> • To have a meeting with Alumni Association. 	Campus Chief, and Alumni Head	5000.00