

RUPANDEHI CAMPUS

REVISED STRATEGIC PLAN (2016-2020)

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General information about the drafting process. How and by what means were the priorities determined.

The strategic plan has come to the full flesh version after the rigorous effort of the faculty members, staffs, stake holders, and the campus management committee. The faculty members held a meeting on Feb. 13, 2016. The meetings discussed and finalized the outlets of the strategic plan. The outlet of the strategic plan was heavily discussed in IQAC meeting. The meeting was held on April 30, 2016. The discussion clarified the main properties of strategic plan. On May 3, 2016 the campus management committee approved the final draft of the strategic plan. As per the need of the campus, the strategic plan was revised on March 9, 2017 by the management committee.

The priorities of the campus strategic plan were determined on the basis of the Mission, Vision, and Goals of the campus. On the basis of the need of the campus, the priorities have been determined and implemented.

The campus is going to adopt new innovation to catch up the pace of science and technology and in this respect it has been prioritize in the first priority. Similarly, the campus focuses on the enrollment and development of the quality of the students, so the second priority has been set. The campus needs to be upgraded and diversified, so the third priority has been established. Moreover, the forth and fifth priorities have been set to uplift the campus to QAA and to utilize human resources in the market. Likewise, infrastructure development, reengineering the existing organizational structure of the campus, collaboration and networking with other institutions and public relationship are also the priorities of the campus.

Interaction with parents, social workers, students, and stakeholders has already been started. The campus aims to provide quality education in a more accessible way following the strategies outline in the strategic plan.

Strategic Priority I

Establishment of Management Information System (MIS)

Strategic Priority II

Improvement in Student Enrollment and Preparation for Quality outcome

Strategic Priority III

Extension of programs and faculties

Strategic Priority IV

Establishment of Quality Assurance Accreditation Cell

Strategic Priority V

Setting up Human Resources Management Program

Strategic Priority VI

Infrastructure Development and maintenance

Strategic Priority VII

Reengineering the existing Organizational Structure of the campus

Strategic Priority VIII

Collaboration and Networking with other Institutions.

Strategic Priority IX

Public Partnership\Participation

The objectives embedded in all the Strategic Priorities will remain intact. However, the activities embedded in the objectives will be updated accordingly.

Strategic Priority I

Establishment of Management Information System

Objectives

1. To set up effective, efficient and information based administrative system.
2. To design proper Library Information System.
3. To maintain up-to-date profile of students, as well as teaching and non teaching staffs.
4. To design effective examination system with appropriate information system.
5. To design effective financial information system.

Objective 1: To set up effective, efficient, and informative administrative system.

Activities

- Acquisition of software of management information system. (By end of May 2016).
- Purchase of 10 computers. (3 computers in Nov 2017, 5 comp in Nov 2018, 2 in Nov 2019)
- 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)
- Implementation of software system completely. (Start from March, 2017)

Objective 2: To design the proper Library Information System.

Activities

- Training of library science to the library staffs. (By the end of December 2016)
- Entry of books in the bar code system. (Completed by the end of May, 2017)
- Operation of the library system. (Start from June, 2017)

Objective 3: To maintain up-to-date profile for Students, Teaching and Non-teaching staffs.

Activities

- Entry of data covering a detail profile of students, teaching and non-teaching staff for at least past four years. (By end of June 2017)
- Orientation to the students, teaching and non teaching staff on the use of the information system. (By July, 2017)

Objective 4: To design effective examination control system

Activities

- Installation of software about exam monitoring system. (By the end of January 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)

- Entry of all examination data in the system. (By the end of April 2017)

Objective 5: To design effective financial information system.

Activities

- Installation of software about accounting and financial information system. (By the end of January 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)
- Entry of all financial transaction to the date. (By the end of April 2017)
- Make the financial status of the organization public through its website. (by May, 2016)

Strategic Priority II

Improvement in Student Enrollment and Preparation for Quality Outcome

Objective

1. To facilitate student transition from school level to the campus level.
2. To improve enrollment, retention and percentage at all levels and programs.
3. To provide career counseling services and exposure to student as per career opportunities available.
4. To create sound teaching –learning environment inside the classroom.
5. To ensure better employment opportunities for graduates from this campus.

Objective 1: To facilitate student’s transition from school level to the campus.

Activities

- Interaction program with parents, social members, principals and +2 graduates from at least five schools, (Annually in August 2017, 2018, 2019, and 2020).

- Preparation and distribution of campus prospectus. (Annually in September 2017, 2018, 2019, and 2020).
- Advertisement through paper and electronic media including campus web site. (Annually in September 2017, 2018, 2019, and 2020).

Objective 2: To improve enrollment, retention and pass percentage at all levels and programs.

Activities

- Conducting campus Admission interview, Group Discussion and enrollment. (Annually in September 2017, 2018, 2019, and 2020).
- Provide Scholarships to ‘Dalit’, Janajati, and students from other deprived sectors based on merit and financial need. (Annually in March 2017, 2018, 2019, and 2020).
- Appoint class teachers and outline their duties and responsibilities. (By November 2016)

Objective 3: To provide career counseling services and exposure to students as per career opportunities available.

Activities

- Establishing career assessment centre to identify the potential of students. **(Feb. 2018)**
- Formulating a comprehensive action plan to carry out career counseling program. **(March 2018)**
- Sending at least 10 management students for internship in one academic session and eligible students from education stream for teaching practice. (Annually from May to June 2017, 2018, 2019, and 2020).
- Increasing students' participation to resolve emerging social problem/issues. (Annually in September 2016, 2017, 2018, 2019, and 2020).

Objective 4: To create sound teaching –learning environment inside and outside the classroom.

Activities

- Providing well ventilated and spacious classroom. (July 2017)

- Substituting black board and dust chalk by white board and marker pen to avoid the health problem of teachers and students (Already implemented)
- Check up regular attendance of students and regular follow up against absenteeism. (implemented)
- Assignment of regular homework. (Implemented and monitored regularly)
- Organize sports week and celebrate campus day (Annually in March, 2016 2017, 2018, 2019, and 2020).

Objective 5: To ensure the better employment opportunities for graduates from this campus.

Activities

- Conducting job training to at least 40 students annually. (Annually from May to June 2017, 2018, 2019, and 2020).
- Maintaining relationship with employment agencies, business, houses, industrial, establishments, banking and financial institutions, (Start from 2016)
- Establishment of employment cell. (Already implemented)

Strategic Priority III

Extension of Program and Faculties

Objectives

1. To expand academic program to professional and technical field.

Activities

- Review the currently run programs and conduct a feasibility study for operating other programs. (By the end of December 2017)
- 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. (Annually May 2016, 2017, 2018, 2019, and 2020).
- Proceed for affiliation of different programs with concerned universities and institutions. (Affiliation is under process)

Strategic Priority IV

Establishment of Quality Assurance and Accreditation Cell

Objectives

1. To develop the disciplinary behavior and better academic performance among the students.
2. To develop the regularity, devotion and objective based work behavior among the teaching and non teaching staff.

Objective 1: To develop the disciplinary behavior and better academic performance among the students.

Activities

- Set up proper reward system to outstanding students which motivates others for good performance (Annually in March 2017, 2018, 2019, and 2020).
- Develop a quality circle of students in each class that looks after day to day conduct of the students and reports to the class in charge (Started from 2016).
- Conducting a monthly meeting of students in quality circle with the class in-charge that reviews monthly class performance and lays our program for further improvement (Starts from 2016).
- Sanitation program. (July 2018)
- Public awareness program. (July 2019)

Objective 2: To develop the regularity, devotion and objective based work behavior among the teaching and non teaching staff.

Activities

- Review the job description once in 5 years.
- Apply proper reward and punishment system on the basic of the performance of academic and administrative staff. (Annually 2016, 2017, 2018, 2019, and 2020).
- Check up student's feedback about every teacher on annual basis (annually in Jan 2016, 2017, 2018, 2019, and 2020).

- Make academic staff involved in productive and creative work during free hours (Start from 2016).

Strategic Priority V

Setting up Human Resource Management Program

Objective

1. To recruit qualitative manpower and develop the quality of human resources to catering the need changing requirement of modern environment and to ensure the quality of work among all the human resources and proper utilization of other resources.

Activities

- Formulating a detailed work plan of recruitment and selection and criteria to ensure the hiring of qualitative manpower. (Start from 2016)
- Provide training for library staff about computer based library management system and other new methods of library management. (Start from 2016 with a minimum of 6 trainings every year)
- Make the staff and teachers capable of using computer based management information system. (MIS) (Start from Dec. 2017)
- Provide the opportunities to teaching faculties about faculty development program conducted by renowned universities. (Start from Oct. 2017)
- Provide behavioral training to the staff dealing with students and outside visitors .(Start from December 2016)
- Conduct work-shop and seminar associated with teaching learning methodology.(Start from 2016 with a minimum two training in a year)
- Conduct training program about the communication skill and language.(Start from 2016 once a year)
- Conduct seminar and work shop associated with research methodology.(annually in July)
- Publication of journal (Start from 2016 once a year in August)
- Purchase of books. (100 books in June 2017, 250 reference books May 2018, 150 textbooks in 2019)
- Purchase of 5 projectors (2 in June 2018, 3 in June 2019)

- Encourage the teaching faculties by providing the opportunities of higher learning such as M. Phil. and Doctoral Program. (At least two faculty member every year starting from 2016)
- Formulating a pay commission to design attractive financial and non-financial benefit to employees (annually from July 2016).

Strategic Priority VI

Infrastructure Development and Maintenance

Objectives

1. To improve the existing infrastructure.
2. To construct and provide new infrastructure to meet the need of innovative teaching and learning practice, sports, information system, physical control and library and other extracurricular activities.

Objective 1: To modify the existing administrative academic and other buildings

Activities

- Renovate the existing academic and administrative buildings. (Start from April 2018)
- Modify layout of the existing library to satisfy the need of computerized library management system and research activities. (Start from Jan. 2018)
- Systematize the compound walls and entry gate. (Start from Sep. 2016)
- Systematize the electricity and telephone lines. (Start from Nov. 2016)
- Systematize the drinking water supply. (Start from Jan. 2016)

Objective 2: To construct and provide new infrastructure to meet the need class room requirement, research, program sports, information system, physical control, library, and other extracurricular activities.

Activities

- Complete the ongoing construction. (Start from July 2017)
- Start and complete the construction of Campus Park for recreation. (By the end of October 2019)

- Construct separate academic block of each and every faculties. (Start from April 2019)
- Construct the inner way to every buildings and blocks systematically. (Start from April 2017)
- Develop a separate location for management information control system. (Start from March 2017)
- Develop a separate First Aid block with the provision of health staff. (Start from July 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)
- Construct separate parking sheds for cycles and vehicles. (Start from Aug. 2018)
- Construct a Covered Hall for indoor sports. (By the end of 2020)
- Construct separate hostels for girls and boys students. (Start from Feb 2019)
- Construct staff quarters to provide accommodation to full time teaching & non teaching staffs. (Start from 2018 and complete by the end of 2020)
- Construct guest house for outside visitors' experts and visiting faculties. (By the end of 2020)
- Construction of basketball court. (Start from May 2017)

Strategic Priority VII

Reengineering the Existing Organizational Structure of the campus

Objectives

1. Reviewing existing charter of the campus.
2. Reviewing existing organization structure of the campus and defining the authority responsibility relationship.

Objectives 1: Reviewing existing charter of the campus.

Activities

- Review the charter and formulate necessary by laws adhering to its letter and spirit. (Implemented)

Objective 2: Reviewing existing organizational structure of the campus and defining the authority – responsibility relationship.

- Review the bylaws and check its proper implementation. (Implemented)

Strategic Priority VIII

Collaboration and Networking with Other Institutions

Objectives

1. To increase campus's identification as a leading provider of higher education in the country.
2. To increase the campus fund through a successful capital campaign.
3. To expand relation with other institutions collaboration and networking.

Objectives 1: To increase campus's identification as a leading provider of higher education in the country.

Activities

- Develop a consistent method of delivering campus information through a regular publication targeted to prospective students and community leaders. (annually in March and August 2016, 2017,2018,2019, 2020)
- Conducting a regular interaction program with business leaders, social workers, industrialists, government official to promote campus program (Annually May 2016, 2017, 2018, 2019, and 2020).
- Enhance the campus's image through a comprehensive marketing and recruitment strategy (annually in September 2016, 2017, 2018, 2019, and 2020).

Objective 2: To increase the campus fund through a successful capital campaign

Activities:

- Formulate a comprehensive resource development program approaching to donors and local governmental bodies. (Starts from March 2016 and continues every year)

Objective 3: To expand relation with other institutions through collaboration and networking.

Activities

- Extending collaboration and networking with other institutions for teaching, learning and research (Annually May 2016, 2017, 2018, 2019, and 2020).

Strategic Priority IX

Public Partnership\Participation

Objectives

1. To develop strong ties with the community and to have a proper understanding of graduate employability

Activities

- To form a PTA committee (By June, 2016)
- To form an Alumni Association (Implemented)
- Start tracer study (annually in April from 2017 to 2020)
- To have PTA meeting. (Annually in October)
- To have a meeting with Alumni Association. (Annually in December)

Budget Procedures Linking to Strategic Priorities

Effective implementation of activities outlined under each strategic objective is supported by Rupandehi Campus's annual budget. Objective of the budget procedure is to be inclusive, fully documented and most importantly, linked to the strategic plan of the campus.

Before the preparation of annual budget, each department is expected to review current program for potential improvements. The budget committee of the campus will have an interaction program with teachers, staff, students, community leaders, donors and other stakeholders by the mid of June every year. The committee then prepares a preliminary draft of the annual budget incorporating all the ideas from

different stakeholders. The preliminary draft of the budget is further brought for decision among department heads and other stakeholders and finally submitted to the account committee with some revisions. The account committee then submits the budget after some amendments in the campus board for approval. The budget will be implemented fully after the approval from the board.