NUWAKOT ADARSHA MULTIPLE CAMPUS

Bidur-4, Nuwakot

STRATEGIC PLAN (2020– 2024)

January, 2020

When NAMC adopted its Strategic Plan 2020-2024, we agreed to create an annual action plan (2015-19) and to review the Plan in 2010-2014 to determine whether any revisions should be made in its goals or in the related strategies. This review has now been completed and in December 15th 2019, NAMC's Management Committee approved a revision of the plan which will carry the campus through 2024. Agreement was reached to maintain the campus's current direction but to update the activities in the original Strategic Plan to reflect progress over the last year. Units are now writing detailed action plans that will assist the College in carrying out the goals and strategies of the revised Strategic plan over the period 2020-24. NAMC modified the action plan and activities of last five year by the knowledge that NAMC faced significant challenges. The challenges we faced in modernism, the origination structure the establishment of information management system, stigmatizing and modernizing the library, upgrading the faculty and the like are still present. NAMC was depended only UGC funding and students fees last five year. We knew we need to invest in scholarship aid and in first rate teaching library, research and infrastructure facilities, all of these expensive undertaking. However, we never let out spirit down and throughout the last year we endeavored to meet our goals. Some of which we met and some which warrant a second chance.

The last year was especially fruitful because we redrafted not only the Campus Charter but also Financial and the Administrative by laws in participation of all stakeholders. We installed barcode system soft ware in the library and provided faculty and students an orient on how to use the bar code system. Moreover, last year we published our prospectus, provided more scholarship to deserving students. NAMC is existing infrastructure and developed a Master Plan or infrastructure development; we take pride in all these achievements.

In light of these achievements, NAMC will chart its courses over next five years in accordance with the following goals and related strategies. We have introduced some slight modifications to the strategic priorities which now read as follows:

Strategic Priority I

Infrastructure Development and maintenance

Strategic Priority II

Establishment of Management Information System (MIS)

Strategic Priority III

Establishment of Quality Assurance Accreditation Cell

Strategic Priority IV

Setting up Human Resources Management Program

Strategic Priority V

Improvement in Student Enrollment and Preparation for Quality outcome

Strategic Priority VI

Extension programmes of faculties

Strategic Priority VII

Collaboration and Networking with other Institutions.

The objectives embedded in all the Strategic Priorities will remain intact. However, a great deal has been accomplished in some of these areas last year; consequently, the activities embedded in the objectives will be updated accordingly.

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Strategic Priority I

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Infrastructure Development and Maintenance

      Objective

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 extra-curricular activities.

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

      Activities

- Renovate the existing academic and administrative buildings. (Start from January 2023)
- Modify layout of the existing library to satisfy the need of computerized library management system and research activities. (Start from Jan. 2020)

- Construction of first slab of auditorium hall (March, 2022)
- Gardening (2022/23)
- Modify of canteen and manage systematically. (March ,2022)
- New administrative building (with 20 attached rooms) (2024)
- Construction of modern library building (with textbook section, references section news papers, journal articles and others sections) (2024)
- Construction of class room (32 rooms) (2024)
- New canteen building with 200 seating capacity (2024)
- Alternative energy demo building (2023)
- Dress change and first aid building (2022)
- Additional construct separate parking sheds for motorcycles and vehicles. (Start from April 2023)
- Construct staff quarters to provide accommodation to full timer teaching & non teaching staffs. (By the end of 2024)
- Construct guest house for outside visitors' experts and visiting faculties. (By the end of 2024)
- Compound wall for football ground (By the end of December,2023)
- Purchas of equipments
    - Computers (2023)
    - Multimedia (2023)
    - Add some number of CCTV (2023)
    - Extend the system of electronic attendance
- First aid equipment box with stretcher
- Tool box: shad wheel barrow, hammers, pickaxe, hacksaw, saw, nail removing, chisel, pipe cutter, baltin with sand,
- Fire control cylinder

Strategic Priority II

Establishment of Management Information System

Objectives

1. To set up effective, efficient and information based administrative and examination control system.
2. To maintain up-to-date profile of student. Teaching and non teaching staffs.

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

Activities

- Acquisition of software of management information system (By end of December 2020).
- Perfectly manage the (By the end of May 2020)
- Training to the required manpower for operating system of software. (By the end of May 2021)
- Implementation of software system completely .(Start from July 2020)
- Record keeping of students of examination and result (continue)

Objective 2: 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 two years. (By end of June 2020) with 2 seat printed. (documents one for examination section and one for administration system)
- Orientation to the students, teaching and non teaching staff on the use of the information system (By July, 2020 and two times per year)

Strategic Priority III

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 motivates other 20 for good performance (Start 2020 annually)]

- 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.(Start from 2020)

- 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.(Start from 2020)

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

Activities

- Review the job description annually and deliver to all teaching and non-teaching staffs.

- Develop the staff behavior satisfactory to the students and other outstand visitors. (Start from 2020)

- Set up the proper mechanism for performance measure of teaching and non-teaching staff (Start from 2020)

- Apply proper reward and punishment system on the basic of the performance of academic and administrative staff. (Start from 2020)

- Check up student's feed back about every teacher on annual basis.(Start from 2020)

- Make academic staff involved in productive and creative work during idle hour. (Start from 2020)

Strategic Priority IV

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 2020)
- Provide training for library staff about computer based library management system and other new methods of library management. (Start from 2020 with a minimum of 3 trainings every year)
- Make the staff and teachers capable of using computer based management information system.(MIS). (Start from 2020)
- Provide the opportunities (training, study tour, study leave, resources person etc.) to teaching faculties about faculty development program conducted by renowned universities. (Start from 2020)
- Provide behavioral training to the staff dealing with students and outside visitors .(Start from December 2020)
- Conduct work-shop and seminar associated with teaching learning methodology.(start 2020 with a minimum two training in a year)
- Conduct training program about the communication skill and language.(Start from 2020 once a year)
- Conduct training seminar and work shop associated with research methodology.(Continues twice a year)
- Encourage the teaching faculties by providing the opportunities of higher learning such as M.Phil. and post Doctoral Program. (At least two faculty member each one and half year, start from 2020)
- Formulating a pay commission to design attractive financial and non-financial benefit to employees. (Start from 2020)
- Construct a separate location laboratory for general computer. (Start from April 2021)
- Expand a separate location for management information control system. (Start from March 2020)
- Manage a separate First Aid room with health staff. (Start from July 2023)

- Managing the excursion tour of management committee member to different college, University.
- Conduct seminar about the development of campus among management committee's members and stakeholders.
- Conduct administrative training to the staff of campus.
- Conduct the seminar, orientation paper presentation to the students about law/constitution of country
- Conduct the different training cum workshop for professors of this campus.
- Conduct the first aid training to campus faculty.

Strategic Priority V

Improvement in Student Enrollment and Preparation for Quality Outcome

Objective

1. To improve enrollment to students at all levels and programs.
2. To provide career counseling services and exposure to student as per career opportunities available.
3. To create sound teaching –learning environment inside the classroom.
4. To ensure better employment opportunities for Graduates from this college.

Objective 1: To improve enrollment, retention and pass percentage at all levels and programs.

Activities

- Conducting College Admission Test, Group Discussion and enrollment (One month in advance from the beginning of session)
- Provide Scholarship to 'Dalit', Janajati and students from other deprived sectors based on college admission test.(Annually 2 students from one class)
- Carry out research on factors at this college contributing to relation, graduation and transfer, (2023-2024)
- Interaction program with graduates and students from ten schools (Annually from 2020).
- Preparation and distribution of college prospectus. (Continues Annually).
- Advertisement through paper and electronic media including college web site. (Two months in advance from the beginning of session).

- Organize interaction with head master and management committee members of catchment area (continuously)

Objective 2 : To provide career counseling services and exposure to students as per career opportunities available.

Activities

- Formulating career counseling committee and providing training to each member in the committee. **(During Jan 2020)**

- Establishing career assessment centre to identify the potentially of students**. (During Feb. 2020)**

- Formulating a comprehensive action plan to carry out career counseling program. **(During March 2023)**

- Sending at least 20 students for internship in one academic session. **(Annually from 2020)**

- Conducting research from students to identify different factors contributing to emerging social/community/professional problems**.(Annually from 2020)**

- Increasing students participation to resolve emerging social problem/issues. **(Annually from 2020)**

Objective 3 : To create sound teaching –learning environment inside and outside the classroom.

Activities

- Establish safety norms and standards regarding class size and teaching learning provisions. (2020-2021)

- Providing well ventilated and spacious classroom. (2020-2021)

- Check up regular attendance of students and regular follow up against absenteeism. (2021-2022)

- Assignment of regular homework. (Continues)

- Making students engaged in extra curricular and co-curricular activities during leisure period (Continues)

- Extend college surrounding greenery with parks and gardens. (Start from 2020)

Objective 4 : To ensure the better employment opportunities for Graduates from this college.

<div align="center">Activities</div>

- Conducting job training to at least 50 students annually. (Start from 2020 annually)
- Maintaining relationship with employment agencies, business, houses, industrial, establishments, banking and financial institutions, (Start from 2020)

<div align="center">Strategic Priority VI</div>

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 2020)

   2. New faculties or subjects
   - **BBA**
   - **B-ed ICT**
   - **BSIT**
   - **Engineering**
   - **Medical science**
   - **Self finance courses like as banking software, computer, English and others language etc.**

- 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. (By the end of December 2020)
- Proceed for affiliation of different programs with concerned universities and institutions. (Start from March 2020)
- Search and acquire the manpower needed to run different faculty programs. (Start from January 2020)

Strategic Priority VII

Collaboration and Networking with Other Institutions

Objectives

1. To extend college's role through expansion of its stakeholders base.
2. To increase the college endowment roughs a successful capital campaign.
3. To expand relation with other institutions collaboration and networking.

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

Activities

- Conducting a regular interaction program with business leaders, social workers, industrialists, government official to promote college program. (Start from 2020 twice in a year)
- Develop a consistent method of delivering college information through a regular publication targeted to prospective students and community leaders. (Start from 2020 once in a year)
- Coordination with Nepal Red Cross Society Nuwakot chapter and develop the disaster preparation plan.

Objective 2: To increase the college endowment through a successful capital campaign

Activities:

- Formulate a comprehensive resource development program approaching to donors and local governmental bodies. (Start from January 2020 and goes 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.

Budget Procedures Linking to Strategic Priorities

Effective implementation of activities outlined under each Strategic objective is supposed by College's annual budget. Objective of the budget procedure is to have inclusive, fully documented and most importantly, linked to the strategic plan of the college.

Before the preparation of annual budget, each department is expected to review current program for potential improvements. The budget committee of the college will have an interaction program with teachers, staff, students, community leaders, donors and other stakeholders by the mid of Jane 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 revision. The account committee then submits the budget after some amendments in the board for approval. The budget will be implemented fully after the approval from the board.

Section A infrastructure

1. **Physical infrastructures**
   a. **Library**
   b. **Administrative building**
   c. **Hostel for students**
   d. **Hostel for professor**
   e. **Classroom**
   f. **Play ground**
   g. **Gardening**
   h. **Equipment**
      i. **Computer**
      ii. **Multimedia**
      iii. **CCTV**
      iv. **Well furniture**
2. **Complete construction of Programme auditorium hall**

3. **Cafeteria**

4. **Alternative energy demo building**

<u>**Section B educational**</u>

1. **New faculties or subjects**

    a. **BBA**

    b. **BSIT**

    c. **Engineering**

    d. **Medical science**

    e. **Self finance courses like as banking, computer etc.**

2. **Library books parches**

    a. **Text book**

    b. **References book**

    c. **Newspaper**

    d. **External books**

    e. **E library**

3. **Research**

    a. **Lecturer research**

    b. **Students research**

    c. **Research link with others organizations**

4. **Fund for development**

    a. **Scholarship fund**

    b. **Pension fund**

5. **Capacity development**

    a. **Orientation**

    b. **Seminar**

    c. **Training**

    d. **PHD fellowship**

Section C information and publication

1. **Local/ national / international news paper magazines collection**

2. **Journal publication semester and yearly**

3. **Report yearly**

4. **Electronic notice board**

5. **Electronic attendance**

Section D Extra activities

1. **Physical games**

2. **Educational games: essay, poetry, story, quiz,**

3. **Visual competition**

Sections E others

4. **Music system**

5. **Stage decoration materials**

6. **Hybrid solar system**

7. **Medal for toppers**