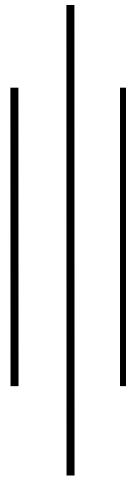
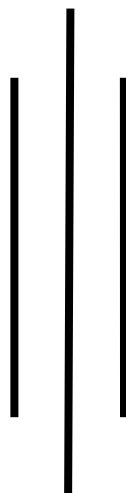


MAIYA DEVI GIRLS' COLLEGE CHITWAN



**STRATEGIC DEVELOPMENT PLAN (2073)
(2016-2020)**

**Submitted to
University Grants Commission
Higher Education Reform Project**



**Submitted By
Maiya Devi Girls' College
Bharatpur, Chitwan**

Foreword

Maiya Devi Girls' College (MDGC), a leading independent public college for girls, was established in 2000 A.D., in Bharatpur, Chitwan. It has occupied the land and its own building in the centre location of Bharatpur municipality. Within short span of time, the college has become the foundation for women empowerment in Nepal. The credit of the establishment of the college definitely goes to the local academicians, social workers and prominent philanthropic personality Ms. Maiya Devi Shrestha, honourable patron of the college who has provided the financial support to build the physical infrastructure, as well as praiseworthy suggestion and advice at every moment. MDGC has earned its place of pride through the vision and dedication of a team of academicians and professionals who have promoted it, by cutting edge knowledge in their fields.

The college is committed to making every effort to create the best possible opportunity for academic proficiency and growth. The vision is to inspire the students to grow with a strong sense of social and national responsibility.

The college provides an exceptional education for girl students to enhance their learning attitude in college through verbal communication and writing skills. The college offers a platform where they are taught using the advanced techniques in teaching methodology.

To the end, we are happy to get a chance to submit the document to take part in Higher Education Reform Project. In the context of completing the task of doing signature between us, we are committed to fulfill all the terms and conditions. As the first task, we have also submitted the strategic and procurement plan in front of you. Prepared by the stakeholders and approved by college management committee.

Thank You

GENERAL PROFILE

Name of Campus	:Maiya Devi Girls' College
Type of Campus	: Community Based(Non-Profit Motive)
Address	: Bharatpur-10, Chitwan, Narayani Zone
Contact No.	: 056-524495/056-526640, Fax # 056-533194
Region	: Central
Website	: www.maiyadevigirlscollege.edu.np
Email	: info@maiyadevigirlscollege.edu.np
Establishment	: B.S 2057 Mangsir 06
Affiliated	: Tribhuvan University
Programs	:Bachelor(B.B.S.,B.Ed. & BA) Master (M.Ed. Health & MBS)
No. of student Enrollment	: 443
Shift	: Master Level - Morning, Bachelor Level - Morning
Area of Campus	: 0-12-0 Kattha
Campus Chief(Principal)	: Krishna Prasad Neupane
Chairman of Campus Management Committee	: Tank Nath Paudel

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Section-I: Introduction

1. General Background

Publicly run educational institutes with limited resources are really challenging to be managed properly. These institutes are to educate the pupils from the families with very low economic status in the society. In the present context of high-tech facilities in education systems, we still are compelled for the following traditional systems in teaching-learning activities. We have resource constraints in one hand and in another we have to fulfill the expectations of stakeholders. So that, Maiya Devi Girls' College, Bharatpur felt the need of strategic plan and action plan to run the college smoothly and more effectively so that it can provide the quality education to its students and hence can give good message in the society.

This College is a non-profit motive community based college, establishment in B.S 2057 Mangsir 6. It is situated in Bharatpur Municipality, Ward no. – 10, Chitwan district, Narayani zone, Nepal. The campus was establishment by the effort of social workers in Mid town of Chitwan.

The Objective of the Girls College has provided better academic programs with new hopes and institutional knowledge. At present college have been running the faculties of Education, Management & Humanities up to Masters Level. Since it is the community based campus, the students from all the social groups as dalits, janjati, disadvantaged groups and other economically backward girls of the various areas are getting Higher Secondary and Higher education.

1.1 Context and Rationale

University Grant Commission (UGC) is conducting Higher Educational Reform Project (HERP) in Campuses to enhance educational standard and institutional abilities. In this context, we are applying for the Higher Educational Reform Project by preparing five year plan (2016 -2020 AD) to bring academic excellence.

1.2 Purpose of the Plan

Purposes of this plan are:

- a) To implement planned programs properly utilizing the assistance obtained from UGC.

- b) To ensure skills and abilities of discharging activities and to increase responsibilities.
- c) To increase the institutional abilities of higher education of the Campus.
- d) To increase the access among the marginalized groups.
- e) To identify and utilize local sources and materials.
- f) To bring reformation and development in existing physical education and managerial conditions.
- g) To promote the college into women university.
- h) Empowering women through quality education.
- i) Mobilizing the internal resources of the colleges for sustainable and sound management.

1.3 Process of Preparing the Plan

College formulates the strategic plan in the systematic way which takes following process.

- a) Management committee prepares the task group including 3 members of management committee and two teachers to formulate the strategic plan.
- b) Task group interacts with management committee, teachers, parents, experts and students.
- c) Task group prepares the draft and present it to the management committee.
- d) Management committee finalizes the drafts with necessary correction.

1.4 The Participants

- Management Committee: Responsible to finalize the strategic planning.
- Task Group: It is formed by management committee to prepare the draft of strategic plan.
- Patron, Teachers, Students, Parents, Local Community, well wishers participate in interaction program conducted by task group and provide some valuable suggestions to be included in strategic plan.

1.5 Components of the Strategic Plan

The components of the strategic plan are:

- a) Institutional profile
- b) Development stages and trend of college
- c) SWOT analysis

d) Strategic plan

e) Resource mobilization - Stakeholder's concerns and commitments.

1.6 Scope of the Plan

This strategic plan is concerned with the planning of the college for 2016-2020 covering academic planning and infrastructure development planning necessary for meeting the expectations of society. This Strategic Plan is useful:

- To prepare plan and policy for Development the College.
- To create a sense of ownership and responsibility.
- To utilizing the sources and materials.
- To extension of the programs.
- To solve the problems.
- To develop relationship and confidence.
- To operate college systematically etc.

Section-II: Institution's Profile

2 Institutional Profiles

2.1 Background

This college is centrally located in Bharatpur ward no. 10, Chitwan, on the side of East-West Highway. So students from various districts of Nepal like Nawalparasi, Makawanpur, Dhadhing, Gorkha, Tanahaun, Lamjung, Baglung, Parbat and others can have easy access for higher education. Maiya Devi Girls' College (MDGC), a leading independent public college for girls, was established in 2000 AD (BS) in Bharatpur, Chitwan. It is about 145 Kilometers from Kathmandu. It has occupied the land and its own building in the centre location of Bharatpur municipality. Within short span of time, the college has become the foundation for women empowerment in Education. The credit of its establishment definitely goes to the local academicians, social workers and social prominent philanthropic personality Ms. Maiya Devi Shrestha, honourable pattern of the college who has provided the financial support to buy the land and to build the physical infrastructure, as well as praiseworthy suggestion and advice at the every moment.

This college was actually started by running PCL classes in the morning time at the premises of Chitwan Secondary School in 2054 B.S, with the efforts of local academicians, guardians and social workers. Thereby the college ran the Bachelor level classes at its own premises by 2000. The college is formally inaugurated by his Excellency Dr. Ram Baran Yadav, the first president of Nepal in 2067.

Community Based:

It is the community based institute with clear vision. It has wide range of faculties and departments with different levels. About 700 students are studying from intermediate (+2) to post graduate level from different part of the countries. About 32 teachers and 10 administrative staff are at work. The college is handled by the executive board formed from the representatives and academicians of the society, is constituted by the laws of the college. The students come here from Chitwan, Nawalparasi, Makawanpur, Lamjung, Gorkha, Tanahun, Dhading, and other different parts of the country for their education.

2.1.1 Social, Cultural, Economic and Political Setting:

The college is built in Bharatpur-10, Chitwan which is often considered as an advanced, secured, open place for different ethnic groups and minorities. The college

education aims to promote multi-cultural perspectives in learning. The college also offers scholarship programmes for the girls of socially marginalized and economically deprived groups.

2.1.2 Educational Status and Scope:

Though Chitwan and neighboring districts are taken to be advanced in the matter of education but still women are lagging behind in totality. So, the founders of this college realized the need of separate girls' college in this region. Now this college has proved as one of the leading college not only in the region but in the nation as a whole. Since it is centrally located the education here is cheaper in comparison to other places. The living expenses and college fee both are affordable for the lower-middle class girls; moreover the girls can have easy access by the bicycles and the regular bus services. Students from remote and distant places can easily get accommodated in the surroundings of the college.

2.1.3 Stake Holders and Scope of their Participation:

Irrespective of caste, class, sex, religion, ethnicity; all the people in the society including students, guardians and teachers are the true stake holders of this college. It is a community based college. Its main aim is providing higher level education in affordable cost for the girls. It is also a multiple college. It aims to provide +2, Bachelor as well as Masters level education in different streams and subjects.

The participation of local people is must to run this college smoothly. The college infrastructure is solely built by the donation of its patron Ms. Maiya Devi Shrestha, who have open heartly given donation for promoting girls education. The participation of stake holders has the great scope. As long as they participate, the college will run smoothly and it runs in the path of becoming the educational center. The girls can be benefited by getting higher level education in their own or near by region in affordable cost.

2.2 Physical Infrastructures

One of the most important aspects of any educational institution is its infrastructure. Unless the building, library and other facilities are not sufficient, the whole program of this institution including teaching learning process is disturbed. So, it is clear that every educational institutional should have strong and sufficient infrastructure.

Particulars	Unit/No.
Land	12 kattha
Number of building	3
Number of classroom	47
Cycle stand	1
Toilets	10
Lab computer	1
Dept. Building	1

Furniture Miscellaneous

Sofa	3 sets
Desk/Bench Joint	568
Tables (wooden)	10
Table (steel)	2
Tea table	4
Chairs	50
Wooden rack	2
Steel rack	15
Cupboard	5
Fan	70
Books	10,000
Laboratory	1
Fax machine	1
Computer	40
Photocopy	1
Multi-media Projector	1

2.3 Academic programs and curricular management

2.3.1 Programs:

The college has got its affiliation from Tribhuvan University. It has conducted Four year diploma in Education, management & Humanities having different major subjects like Account, marketing, Finance, Nepali, English,

Population, Health, Sociology & Rural Development. The College runs masters level programmes in Education (Health) and Management.

2.3.2 Student enrollment and composition

The present trend of student enrollment and composition is satisfactory. The present status of college is leading towards its bright future. The college has been center of the wide range of the place. The trend of students' enrollment and composition is given in the table below.

Level	Programs	Total No. of Exam Appeared Students		
		2070 BS	2071 BS	2072 BS
Bachelor	BBS	179	172	161
	B.Ed.	324	262	189
	BA	87	40	19
Master	M.Ed.	41	28	29
	MBS	47	43	45
Total No. of Students in each year		678	545	443

2.3.3 Teaching learning resources and support

Teaching learning process is the backbone of any educational institution. To make the teaching learning process effective, it needs different resources and support. The college conducts different workshops, seminars with the management of department to enhance the capacity of lectures. The college also provides different reference materials, training to lecturers. The college has also recently decided to provide on job facilities for further study like M.Phil. and Ph.D.

2.3.4 Examination systems and results

Although the affiliated University, Tribhuvan University conducts the final examination and publishes results, the college has formed a separate examination committee to conduct the internal examination and prepare the results. So that, the students can attend the final examination with experience of examination. The college conducts three internal examinations in an academic year and publishes results. These internal examinations motivate the students in study and they can achieve the best result

2.4 Human Resource Management

2.4.1 Administrative personal and staffs

Designation	Name
Principal	Krishna Prasad Neupane
Vice Principal	Bhojraj Neupane
Librarian	Bal Shankar Subedi
Adm.Assistant	Nirmala Parajuli
Accountant	Krishna Binod Adhikari
Computer Assistant	Mukunda Chalise
Peons	Madav Sapkota
	Surya Shrestha
	Som Bahadur Bhujel
	Tara Bhujel
	Manisha Bhujel
Guard	Dev Bahadur Kandel
Electrician/Plumber	Dan Bahadur Bhujel

2.4.2 Faculties

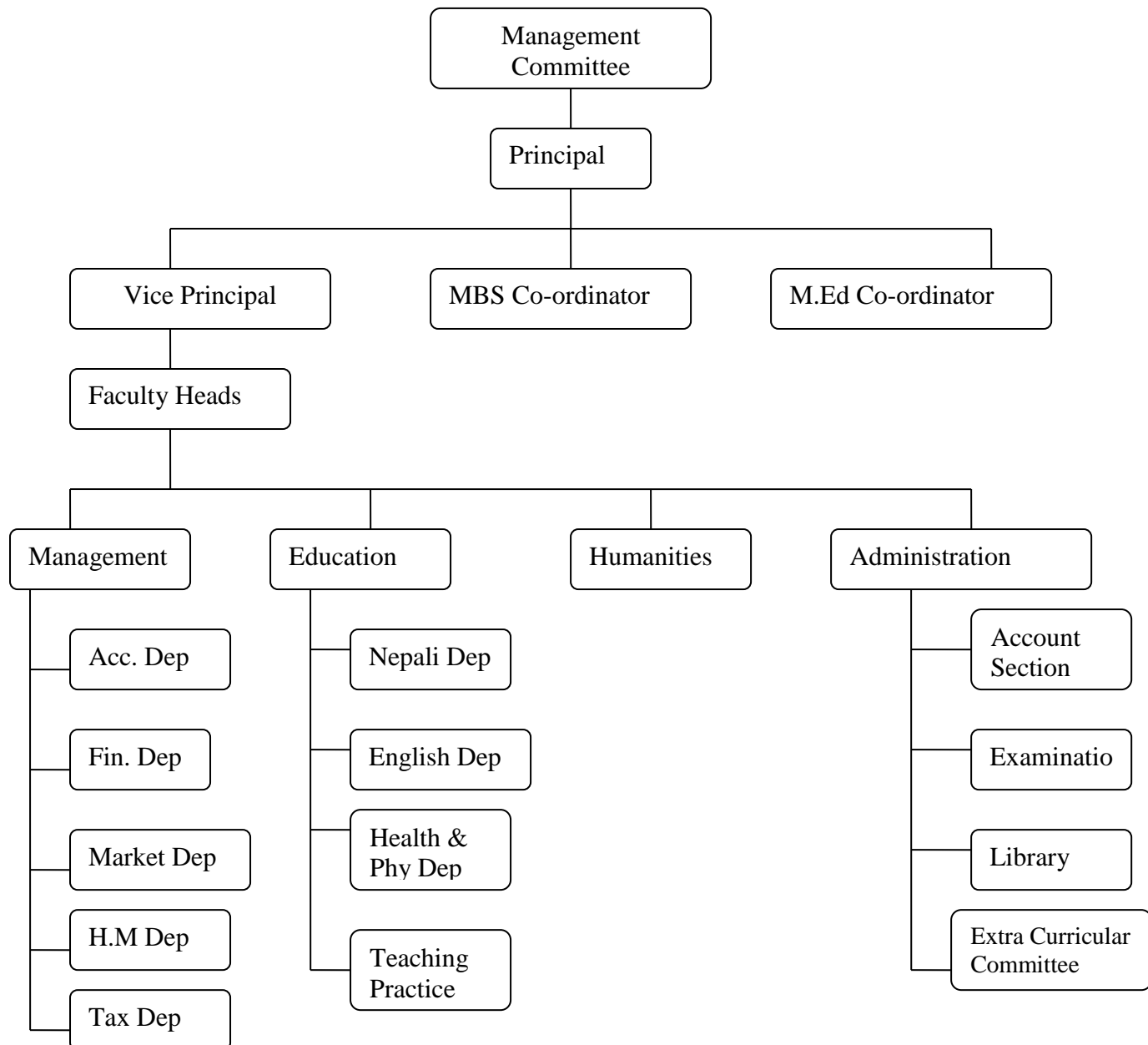
Head of Management faculty	Ramji Adhikari
Members	Krishna Prasad Neupane
	Biswo Raj Subedi
	Ramchandra Adhikari
	Tejendra Poudel
	Bikash Dhakal
	Balaram Poudel
	Hari Kandel
	Surya Bhakta Wagle
	Anuradha Baral
Head of Education faculty	
Members	Tej Prasad Poudel
	Surendra Poudel

	Bal Shankar Subedi
	Mukti Adhikari
	Harish Chandra Pokharel
	Bhoj Raj Neupane
	Hom Nath Poudel
	Harischandra Ghimire
	Sunita Sadaula
	Sarmila Pandit
	Komal Nath Ghimire
Head of Humanities faculty	
Members	
	Sabitri Adhikari
	Shiva Hari Pandit
	Kedar Wagle
	J.B. Gurung
	Girendra Tripathi
	Krishna Mani Pahari

2.5 Institutional Management

2.5.1 Institutional Structure

The institutional structure of this college is as follows.



2.5.2 Management Committee

The management committee is the highest organ of this college. The management committee chairman is nominated by V.C of T.U. and other members of M.C are selected by the general convention of local people,

guardians and other stake holders. The tenure of a committee is of 3 years. the present management committee of this college is as follows.

Management Committee

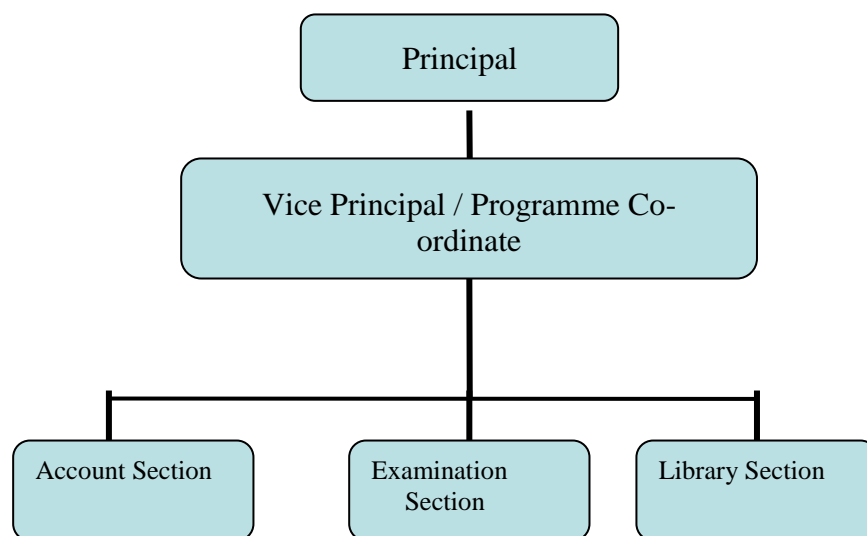
Designation	Name
Patron	Ms. Maiya Devi Shrestha
Sub- Patron	Mr. Prem Kumar Shrestha
President	Tank Nath Paudel
Members	Shidda Kumar Shrestha
	Ujjawal Shrestha
	Manohari Koirala
	Indra Prasad Chalise
	Bam Dev Khanal
	Tika Ram Neupane
	Hari Raj Paudel
	Bal Bhadra Ghimire
	Devendra Gurung
	Gauri Shrestha
	Pravat Joshi
	Mina Kharal
	Dr.Surya Kanta Ghimire
Dr.Ishori Raj Laudari	
Mamata Neupane	
President of Association of Lecturer	Ramji Prasad Adhikari
Member (T.U representative)	Keshav raj Sapkota
Secretary Principal	Krishna Prasad Neupane

2.5.3 Administration

To run the academic and other regular activities, there is the administration of the college. The head of the administration is the principal of college. Under the leadership of principal there is a provision of vice-principal and programme co-ordinators. There are also account Section, Examination

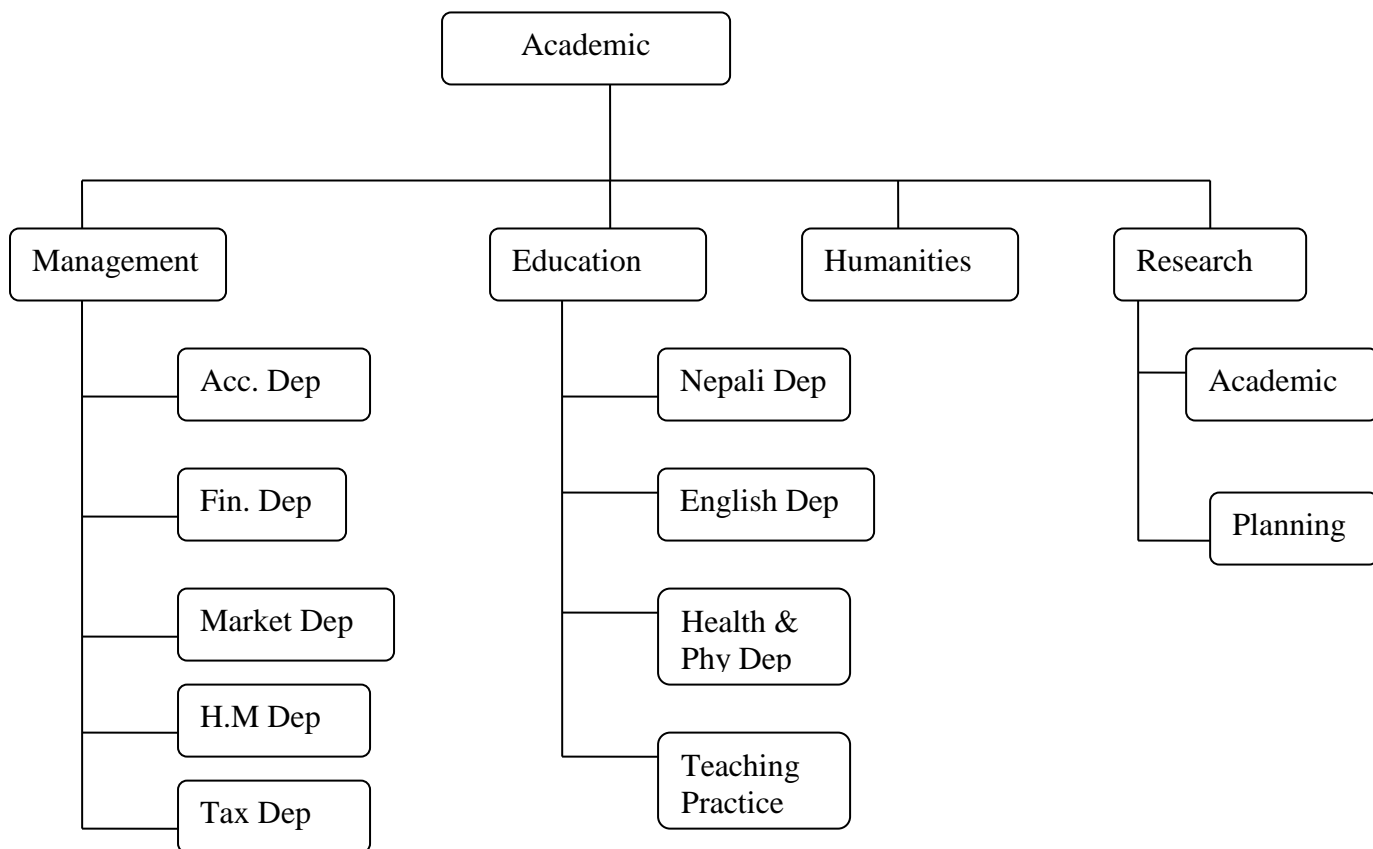
Section and Library Section of the college. The structure of college administration is as follows.

Administration of college



2.5.4 Academic Management

To launch different programs there is also an academic management. There are different faculties, faculty heads and member. The given chart shows the academic management of this college.



2.5.5 Associations

Beside administration and academic management, there are also different associations. They are as follows.

- Association of Lecturer
- Free Students Union
- Youth Red Cross Circle

2.6 Economic and Financial Management

2.6.1 Fixed Assets

MDGC owns 4 buildings with total 47 classrooms. It has 568 desks and benches, 40 tables and chairs, 40 computers, 1 cycle stand, 1 photocopy machine, 1 fax machine, 2 printers as the fixed assets.

2.6.2 Operational Expenditures and Income Trends (Management plus Program)

Fiscal Year	Income Amount in NRs.	Expenditures Amount in NRs.
2069/070	16084053.06	15859718.62
2070/071	14764627.30	15535958.43
2071/072	10927821.23	15381035.22

2.6.3. Sources of Income

College has following internal and external income sources.

<i>Regular Sources (Internal and External)</i>	<i>Grants Source</i>
Student's Admission and Tuition Fee	UGC Grants
Interest	Other Grants
Other donors	

2.6.4 Cost per Students

Cost per students is NRs. 22,888.44

2.6.5 Financial System (Record Keeping, Accounting, Auditing, Inventory, Updating etc.)

College is following double entry system of book-keeping and auditing take place every year at the end of fiscal year.

2.7 Research, Documentation and Publication

Research is the heart of any higher level educational institution. There is a big challenge of meeting the international standard of 21st century on any higher level educational institution for imparting quality education. Research oriented education is one of the challenge of this college has also made the plan to motivate the students in research. For this the college has attempted to manage the required books, journals, newspaper etc. There is also e-mail, internet facilities for the teachers and students in this college. Besides this a separate research committee is actively working for academic researches including thesis for Masters Level Students and project reports for both Bachelor and Master Students.

2.8 Extra-curricular Activities

Every college should have a certain kind of co-curricular activities plans. So, this college has also certain plan about co-curricular activities. These activities are to increase and release the innate power of students and to establish good relationship between teachers and students. College has been conducting different extracurricular activities internally through lectures, students unions in a competitive way and provided medals and rewards, appreciation letters for topper etc. These activities are conducted in the following ways.

2.8.1 Indoor Activities

Poem recitation, Quiz Contest, Speech competitions, spelling contest, essay competitions, debate, chess, table tennis, cultural shows, Programs in special days like Teej, Women Day etc.

2.8.2 Outdoor Activities

Football, Volleyball, basketball, cricket, athletics etc.

Section-III: Development Trend

3. Development Trend

3.1 Physical Infrastructure Development

Maiya Devi Girls College, started running PCL class in the morning time at the premises of Chitwan secondary school in 2054 B.S. and with the philanthropic donation of Ms Maiya Devi Shrestha, honourable patron of the college, the whole physical infrastructure including the land is possible. Actually the college building was started to be built up since 2055 B.S. and the classes are shifted to its own premises by 2056 B.S.

3.2. Human Resource Development

Human resource is the key resource for the success of the college. College is focusing to recruit and select the competent teaching and other staffs. In order to enhance the capacity, college is planning to provide career development opportunities to its human resources. College conducts the training and refreshment activities occasionally to motivate the staff in their job and to make more competent in changing context.

3.3. Student-Teacher Ratio

MDGC is always sincere to provide the quality education to students. It always concern to maintain the right student-teacher ratio. This ratio was 50:1 in 2057, 30:1 in 2060, 28:1 in 2065, 25:1 in 2070 14: 1 in 2072 B.S.

3.4. Institutional Development

MDGC focuses on the institutional development in various ways. It has the effective organizational structure consisting different academic department, library, association of teachers, association of administrative staffs, students forum, etc.

3.5. Economic and Financial Development

The main financial source of college is tuition fees collected from students which are still not sufficient for operating expenditures, college receive every year the donation from UGC, sometime college receive the donation from the other social institutions local public authorities, persons.

3.6. Research Documentation and Publication

Research activities are so far concerned to academic development in educational institute. Research based teaching learning activities are more effective than the traditional system. So college has paid greater attention toward establishing a research and development center within the organization although sufficient resources are not available for this purpose. Students are encouraged to participate in these activities with the limited financial support. Faculty members and students have prepared the different documents which are useful and reference for the study to have the knowledge in different areas. These documents are continuously published in the college formal publication *swayat pragya* annually.

3.7. Extra-curricular Development

College conducts extra-curricular activities every year. These activities are sports, quiz, debate programs, etc. Extra-curricular activities are conducted throughout the year. College organize the sports week every year including the games like basketball, volleyball, football, cricket, table tennis, badminton, special teej programs women's day, population day programs etc.

Section-IV: SWOT Analysis

4. Swot Analysis of Insitution:

Maiya Devi Girls College, Bharatpur is the one of leading educational institute in the nation. It is situated in urban area where the no. of migrants is increasing every year. It was traditionally managed in earlier days but the changing context has made the management think and act differently to response the change and to survive the college in long run. So, the management committee identified following strengths and weaknesses of college considering the resource capabilities in order to formulate the strategic plan.

4.1 Strengths:

- Key location of college with wide area coverage for students of Chitwan, Tahahun, Gorkha, Lamjung, Baglung, Syangja, Parbat, Nawalparasi districts.
- Advantage of being only one girl's college in the region.
- Management committee representing from different sectors, Commitment and unity towards development of college.
- Capable administration to operate the academic activities smoothly.
- Competent teaching staff to provide quality education in changing context.
- Concrete building of RCC roof with boundary wall.
- Comfortable class rooms.
- Facility of pure drinking water.
- Library for reference books.
- Computer lab with internet facility.
- Sufficient playground.
- Best result in the nation despite limited resources and facilities.
- Affordable student fee and provision of scholarship.
- Transparent campus rules and regulations.
- Constructions and implementation of annual work plan, budget, regular auditing and supervision.
- Building with separate library, drinking water, toilets in its own.
- The commitment of the teachers for qualitative education.
- Regular meeting and reviewing works done by Managing Committee.

4.2. Weakness

Besides strengths, there are some weaknesses of college due to limitations of resources which are committed to reduce in near future with the help of integrated effort of our stake holders. Some weaknesses are pointed below.

- College is still lacking the sufficient technical equipment like CC Camera, Laptop, Smart Board, electronic attendance machine etc.
- College library is not equipped with modern computer system.
- Lack of own vehicle.
- No training and seminars for managing committee, campus administrative personals for developing their administrative ability and skill.
- Lack of Hostel for needy students.
- College is still unable to introduce new educational program like B.B.A., M.B.A., BCA, MPH and English, Journalism, Sociology, like subjects in masters level although highly demanded by students.
- No provision of campus bus.
- No proper management of extracurricular activities and sports.
- No regular publications of the campus and other research journals.
- Lack of vocational and technical education to meet the demand of the time.

These strengths are to be utilized to capitalize the opportunities and oppose the threats created by the environment. Similarly, weaknesses of organizations are to be reduced by identifying the alternative sources of income. Management committee now has pointed the following opportunities and threats provided by the environment surrounding the college including political-legal, socio-cultural, economic and technological environment.

4.3 Opportunities

- College has the opportunity to be a leading educational institute.
- College has opportunity to attract the new students by introducing new educational program like B.B.A., B.C.A., B.Sc., and different subjects.
- College has opportunity to serve the society by producing competent and capable man power.

- College has opportunity to attract the motivated, innovative, creative, competent faculty member for quality education.
- Positive attitude of T.U. and UGC towards the campus.
- To be developed as Women university.

4.4 Threats

Threats for college are:

- Increasing no. of immigrants in this area can attract the new private college to pose threat to this college.
- Interests of students are rapidly changing to the technical subjects rather than the traditional which can affect the enrolment of students.
- Threat of insufficient infrastructure which is necessary to serve the increase no. of students.
- The open environment motivating girls towards co- education.

4.5 Basic and core priorities for the institutional development

Institutional development is the core issue for the college since last 12 years however some progress and achievements are not sufficient at satisfactory level. Priorities for the development in the present context are as follows.

- Fulfill the need of students in new area of faculties.
- Infrastructure development.
- Fulfill the need of technical equipment.
- Making faculty member more competent by providing opportunity for further study.

Section- V: Strategic Plan

5. Strategic plan:

The strategic plan refers to the process of preparing a work plan of an institution on the basis of the available resources and analysis its strengths, weaknesses, opportunities, threats goals and objectives among the stakeholders of MDGC.

5.1 Vision

Providing quality education and producing competent manpower.

5.2 Mission

The missions of Maiya Devi Girls College are:

- Provide opportunity for higher education.
- Open new educational programs.
- Project based learning for quality education.
- Creation of good environment in college.
- Production of highly skilled manpower.
- Community service.
- Women Empowerment
- To be developed as center for women education and thereby Women University.

5.3 Goals

- Open new programs such as B.B.A., BSC, B.C.A., etc.
- To increase the enrolment of students every year.
- To increase the pass percentage every year.
- To add modern technical equipment.
- To provide other required facilities.
- To provide manpower for country's development.

5.4 Objectives & Program Priorities

The following objectives are prepared to achieve the above mentioned goal :

- To develop infrastructure.
- To give maximum emphasis on the utilization of the resources available in campus.
- To recruit well experienced and qualified personals.

- To go on increasing standard and ability of the lectures and officials of the campus.
- To identify, utilize and manage long term economic source.
- To create favorite educational environment.
- To go on expending the relationship with the organizations.
- To go on increasing the consciousness and ability among the members of the managing committee.
- To modernize the library.
- To conduct various co-curricular and leadership development programmes among students.
- To emphasize on the internal management of the campus.
- To protect the physical property of the campus.
- To identify and honour the people who have contributed the campus for its development and improvement of the campus.
- To conduct necessary awareness programmes in the campus neighbourhood.
- To conduct necessary programs for the poor, dalit, and marginalized people.
- To increase learning outcomes.

5.4.1 Strategy I: Introducing new educational programs.

MDGC Currently runs B.Ed, BBS, BA, M.Ed Health and MBS programmes. The college feels for adding the following programs as per the demand and need of the time:

1. BCA
2. BBA
3. M.Ed (Nepali, English)
4. B.Sc
5. B.Ed (Computer)

Action Plan

- Preparation of required documents for affiliation of programs from University every year for new programs.
- Obtain affiliation from University.

- Prepares rules and regulations.
- Recruitment of competent teaching staffs.

Measures of success

- Minutes of meeting.
- Documentation records of university affiliation letter.
- Entrance, Admission, Attendance Register, Progress Report.
- Number of enrollment and staffing in each programs.

Procedures

1. Program in Charge (PC) will follow the strategic plan and prepare action plan to open new program.
2. Program in Charge (PC) submit the progress report to the assessment committee in every 3 months.
3. PC will organize meetings participated by concerned authorities to discuss issues concerning new programs in every 3 months.

5.4.2 Strategy II: Infrastructure Development

The numbers of class-rooms in the present condition are sufficient and the college feels the demand of the following physical infrastructures:-

1. Ply Board / Gypsum Board under the roof of top floor
2. Hostel for the needy Students
3. Separate Library Building with e-materials
4. Canteen Building

Measures of Success

- Documents regarding estimation and mapping of putting Ply Board/Gypsum Board under the roof of top Floor.
- Documentation report of appointing procedure of registered Construction Company.
- Progress report and visual pictures of the work.

Action Plan

Year	Activities
2015/2016	<ul style="list-style-type: none"> • Prepare map, scheme and cost estimation of putting Ply Board/Gypsum Board under the roof of the top Floor. • Appoint the Builders under the provision and rules of UGC.

2016 - 2020	<ul style="list-style-type: none"> • Start Building a Hostel for the needy Students and separate library building with e-materials. • Work start for the establishment of Canteen Building. • Follow the rules and direction of UGC
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Procedures

1. Program coordinator (PC) will follow the strategic plan and prepare action plan for infrastructure development.
2. PC will submit the progress report to assessment committee in every 3 months.
3. PC will organize meetings with concerned authority as per the requirements.

5.4.3 Strategic III: Quality Management

The quality of education in the College seems to be satisfactory in present and to uplift it the following programs are to be conducted:

- Putting CC Camera in all classroom for the quality education of the students
- long /short term training programs for subjects teachers.
- giving emphasis to modern teaching learning technology like using of Smart Board.
- Electronic Attendance Machines for teachers and staffs to make them duty full in their work.
- special classes with A/C for students.
- workshop/ Seminar
- rewarding best teachers.
- timely meeting of the departments that discuss about the quality improvement.
- collection of teachers problem and prompt addressing Mechanism.
- Collection of fund for providing Scholarship to the Students.
- Providing the facilities of email/Internet.
- sending teachers for further study program like M.Phil/Phd.
- supplying Standard materials in the library for different subjects.
- application of modern technology in library.
- purchasing of Computer, Books, Furnitures etc.

Measures of success:

- Production of competent graduates.
- Increase in pass out rate.
- Evaluation of students after the course.
- Evaluation of teaching by administration, faculty peers and students.
- Faculty documentation of activities used to improve quality of teaching.
- Tracer study.

Plan of Action

Year	Activities
2016/2017	<ul style="list-style-type: none"> • communicate effectively to faculty members • preparation of necessary documents • develop the mechanism
2016-2020	<ul style="list-style-type: none"> • program review • discussion with concerned faculties • evaluation of implemented methods • corrective action if necessary

Procedures

1. Program in charge will have to follow strategic plan
2. Program in charge should encourage preparing annual work plan to all faculty members according to operation calendar of the college.
3. PC will continue the meetings with faculty members every month to ensure the effective implementation of work plan.
4. PC will observe the classes of teachers and provide feedback.
5. PC will submit the progress report to assessment committee.

5.4.4 Strategy IV: Students Enrollment & Support

The involvement of students for quality education is essential and to strengthen it the following ideas are to be taken:

1. Seeking active participation of students in every inner and outer activities.
2. Cultivating reading culture.
3. Efficient internal evaluation/test system.
4. Motivating students for active counseling with subject teachers and experts

5. Motivating students for active participation in different co-curricular activities.
6. Encouraging students making them well-charactered and disciplined.
7. Informing the produced, qualified manpower for career development, involving job application and extra supportive trainings.

Objectives

1. Enrollment of students in various faculties will be managed properly.
2. A good learning environment will be created in classroom and outside classroom.
3. Introducing comprehensive academic and counseling programs to students.
4. Practice of students centered culture to encourage the personal, career and intellectual development of students.

Measure of Success

- Enrollment, retention, graduation, transfer rates
- Record of students admission, pass out students
- Survey reports of students satisfaction
- Service like library facilities, internet facilities used by students.

Action Plan

Year	Activities
2015/2016	<ul style="list-style-type: none"> • Establish baseline levels of retention, graduation, transfer service utilization. • Develop comprehensive enrollment plan to cover retention, recruitment and marketing based on regional population data.
2016-2020	<ul style="list-style-type: none"> • establish and expand the web based information system and registration procedure • increase the level of co-ordination with other educational institute • improve the counseling programs to the students for their personal development and academic development • evaluation of action plan and make improvements continuously

Procedures

- Program in charge will have to follow the strategic plan.
- Program in charge will prepare action plan for every year.
- PC will submit the progress report to assessment committee in every 3 months.
- PC will organize the meeting in every 3 months to discuss issues relating to further development.

Reference Documents

- Strategic plan for 2011-2015
- Action plan for student enrollment and support
- Progress report
- Meeting register

5.4.5 Strategy V: Skill development of administration and Human Resources

- Continuing the skill development of adm. and Human resources program.
- Providing refresher training as per the need of modern conditions.
- Transformation of knowledge and practise from well experienced senior staff to the new comers and the junior staff.
- Maintaining a suitable student/teacher and staff ratio.
- Motivating teachers for further learning and training programs.

Mission

Maiya Devi Girls College will promote the activities for skill development of administration and human resources in order to maintain the quality requirement for college.

Objectives

- Administration will be empowered to make all the operating decisions.
- Facilities and access for skill development of faculty and other staffs will be provided.
- Financial support and scholarship program will be conducted for further study, research and other activities.
- Promote and create the environment so that junior members can learn from senior's experience.

- Adequate no. of faculty and staffs will be recruited to meet the correct teacher student ratio.

Measures of Success

- Records of written decision of skill development programs.
- Participation of Human Resources in skill development programs.
- Survey of Human Resources, needs and satisfaction.
- Number of Human Resources, teacher student ratio, class size.

Action Plan

Year	Activities
2015/2016	<ul style="list-style-type: none"> • determine the programs of skill development • effective communication to faculty and staffs to participate in selected program
2016-2020	<ul style="list-style-type: none"> • Establish of well equipped Seminar Hall. • establish a forum of faculty to exchange the information and experience • manage information on full range of development opportunities for faculty administration and staffs • support programs for further study, research work and trainings

Procedures

1. PC will follow the strategic plan.
2. PC is responsible to prepare action plan to implement the skill development programs.
3. PC will submit the progress report to assessment committee in every three months.
4. PC will organize meetings in every three months with concerned faculty and staffs.

Reference Documents

- Strategic plan of college for 2011-2015
- Action plan of skill development of Human resource
- Progress report
- Meeting register

Section VI: Resource Mobilization - Stakeholder's Concerns and Commitments

6. Resource Mobilization

6.1 Stakeholder's Forum

College will establish a stakeholder's forum to utilize the resources which will be granted by our donor agencies. Management committee has decided to establish an action committee of 5 members to address the concerns of stakeholders which are:

- | | |
|--|----|
| 1. President of management committee – Coordinator | -1 |
| 2. Member of management committee – Member | -1 |
| 3. Principal of college - Secretary General | -1 |
| 4. Program in - charge | -1 |
| 5. Person from faculty member | -1 |

6.2 Commitments and Concerns

- a) Action committee will organize the meeting to decide the areas of concern to use the fund.
- b) Action committee is responsible to prepare the scheme for resource mobilization.
- c) Action committee will organize the interaction programs with stakeholders whenever it is necessary.
- d) Action committee will be responsible to invite the quotation or bids and to provide contract.
- e) Action committee will submit the program report continuously to management committee and to donor agencies whenever necessary.
- f) Action committee will follow all the rules and regulations prescribed by donor agencies.
- g) Action committee can take the decisions regarding response utilization upon the authority provided by management committee.

Five Yearly action plans with detail cost and financial activities

Action Plan	Cost (NRs.)	Financing	Schedule & Responsibility
<p>1. Introducing New Educational Program as per strategic.</p> <ul style="list-style-type: none"> • Cost as per estimation for BCA • Cost as per estimation for BBA • Cost as per estimation for New subjects in M.Ed. • Cost as per estimation for B.Sc. • B.Ed (Computer) • Procedures 	25,00,000		As per plans and procedure
<p>2. Quality Management as per strategic.</p> <ul style="list-style-type: none"> • CC Camera • Smart Board • Electronic Attendance Machines for teachers and staffs. • A/C in the classes • Book Corner in every classroom • Sports Equipment • Scholarship and Awards • Educational Visit • Internet/Email • Maintenance (Computer Lab, Classroom) 	25,00,000 5,00,000 2,00,000 30,00,000 5,00,000 1,50,000 1,50,00,000 10,00,000 2,00,000 15,00,000		
<p>3. Student Enrollment and Support as per strategic.</p> <ul style="list-style-type: none"> • Advertising • Improvement of Library and E-Library (Furniture Books, Journal) • Website update • Vehicles - 2 Buses for Students and Staff - 1 moterbike for College Purpose • Curricular Activities and Co-Curricular Activities 	10,00,000 50,00,000 1,50,000 1,25,00,000 10,00,000		

<ul style="list-style-type: none"> • Sound Proof Generator • Primary Health Care Unit • Extra Activities (Teej, Annual Ceremony, Student Union, Consuling and Other Student centre Programme) 	<p>10,00,000</p> <p>2,00,000</p> <p>10,00,000</p>		
<p>4. Skill Development of Administration and Human Resources as strategic.</p> <ul style="list-style-type: none"> • Well equipped Seminar Hall • Seminar, Training and workshops • Baseline survey/ Tracer Study Consultancy • Improvement of Accounting System and Administration.(Software) • Publication • Drinking Water • Laptop (PC) • Calender • Furniture (Class room, Office) • M Phil/ PHD 	<p>5,00,000</p> <p>3,00,000</p> <p>5,00,000</p> <p>10,00,000</p> <p>3,00,000</p> <p>5,00,000</p> <p>10,00,000</p> <p>1,00,000</p> <p>20,00,000</p> <p>10,00,000</p>		
<p>5. Infrastructure Development as per strategic Priority</p> <ul style="list-style-type: none"> • Ply Board / Gypsm Board under the roof of top floor. • Hostel for the needy Students • Separate Library Building with e-materials • Canteen Building 	<p>8,00,000</p> <p>1,50,00,000</p> <p>1,00,00,000</p> <p>40,00,000</p>		