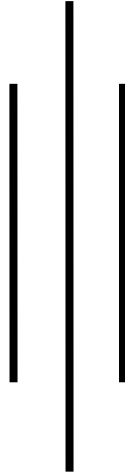
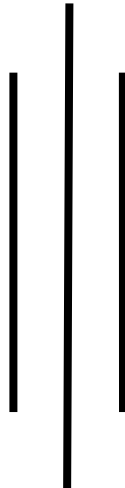


**MAIYA DEVI GIRLS' COLLEGE CHITWAN**  
**Bharatpur-10, Chitwan**



**STRATEGIC DEVELOPMENT PLAN (2076)**  
**(2020-2029)**

**Endorsed by CMC on 12<sup>th</sup> Magh, 2076**



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**Phone No: 056-524495, 26640**

## **Foreword**

Maiya Devi Girls' College (MDGC), a prominent independent public college for girls, was established in 2000 A.D., in Bharatpur, Chitwan. It stands on its own plot and building complexes at a prime location in the metro city. Within a time span of two decades it has grown to become a firm foundation for women empowerment through higher education to them. The credit of the establishment of the institution goes to the distinguished benevolent personality Ms. Maiya Devi Shrestha, honorable founder patron who has provided unflinching financial support to develop the physical infrastructure, as well as consistent guidance and suggestions at every moment. The contribution of local academicians, social workers and other stakeholders is also significant in the promotion of the institution in this respect.

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. It offers a platform for exceptional education for girl students to enhance their learning attitude through academic, co-curricular and extra-curricular activities using communicative technology and modern techniques in teaching methodology.

Thank You

## **GENERAL PROFILE**

Name of College	: Maiya Devi Girls' College
Type	: Community Based Non-Profit Motive)
Address	: Bharatpur-10, Chitwan, Narayani Zone
Contact No.	: 056-524495/056-526640, Fax: 056-533194
Region	: Central
Website	: <a href="http://www.maiyadevigirlscollege.edu.np">www.maiyadevigirlscollege.edu.np</a>
Email	: info@maiyadevigirlscollege.edu.np : maiyadevigirlscollege2057@gmail.com
Establishment	: 2057 Falgun 26 (2001 March 9)
Affiliation	: Tribhuvan University
Programs	: UG (BBS. B.Ed.) M.Ed. (Health, Eng & Nep) MBS (Acct & Finance)
No. of student Enrollment	: 531
Shift	: Morning
Area of Campus	: 0-12-0 Kattha (4068 sq.mtrs)
Principal	: Jhamka Bahadur Gurung
Chairman/CMC	: Tank Nath Paudel

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## **Section-I: Introduction**

### **1. General Background**

Publicly-run educational institutions have resources constraints and hence their management demands a lot of challenges at the hands of concerned stakeholders. These institutions primarily serve students belonging to lower economic sections in the society. In the present context of high-tech facilities in education systems particularly in private managed educational establishments, public institutions are compelled to follow the conventional methods in teaching-learning activities. Although caught up in mess of resource constraints, public colleges endeavor to materialize the goals, visions and objectives stated in high-sounding phrases in their guiding papers of policies and programs to fulfill the overall the expectations of stakeholders. In this backdrop, Maiya Devi Girls' College, Bharatpur has felt the need of a strategic and action plan to manage the college smoothly and effectively so as to reap larger harvest in offering quality education to its students and contribute pro-active message in the society.

This College is a non-profit motive community-based college, established on Falgun 26th, 2057 BS. It is located in urban setting at a core area of ward 10, in Bharatpur Metro city, Chitwan. The institution has been an outcome of single-handed efforts of a distinguished personality, Miss Maiya Devi Shrestha who has been its honorable founding patron and her guidance and assistance continues unperturbed till date.

The motto, vision, mission, goals and objectives of the institution have been clearly stated in the constitution and also reinforced by way of bylaws in the form of resolutions passed by the management committee as and when necessary. At the present, it runs academic programs in Management and Education streams at undergraduate and master level. It draws students on its roll primarily from lower social economic classes including disadvantaged indigenous communities from all across the country.

#### **1.1 Context and Rationale**

University Grant Commission (UGC) Higher Educational Reform Project (HERP) has been undertaking its planned efforts in educational institutions to enhance educational standard and institutional abilities. The present attempt at drafting Strategic Plan

(2020-2029) finds significance in our committed endeavors to improve our physical infrastructures, academic capabilities and institutional measures.

## **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 in discharging activities and to increase responsibilities.
- c) To increase the institutional abilities of higher education of the College.
- d) To increase the access among the marginalized groups.
- e) To identify and utilize local resources and materials.
- f) To bring reformation and development in existing physical education and managerial conditions.
- g) To promote the college into a thriving center of higher, research-based education dedicated to girls/women
- 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, students and other stakeholders.
- c) Task group prepares the draft and presents 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 and other well-wishers participate in interaction program conducted by task group and strive to obtain 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 2020-2029 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 utilize available resources and materials.
- To seek extension of the programs.
- To solve problems.
- To develop relationship and confidence.
- To operate college systematically.

## **Section-II: Institution's Profile**

### **2 Institutional Profiles**

#### **2.1 Background**

This college is centrally located in Bharatpur ward no. 10, Chitwan, beside East-West Highway. Due to developed road connectivity of the district and its location in the central part of the country, the college draws students from various adjoining districts like Nawalparasi, Makawanpur, Dhadhing, Gorkha, Tanahaun, Lamjung, Baglung, Parbat and others. It is a leading independent public college exemplary for being single gender girls-only institution that has a history of nearly two decades of service to the community. It flourished at the efforts of local academicians, guardians and social workers and primarily the contribution of Miss Maiya Devi Shrestha goes recorded in golden letters in the educational annals of the country as her financial share in its physical infrastructure has been major. The college was formally inaugurated by his Excellency Dr. Ram Baran Yadav, the first president of Nepal in 2067.

#### **Community Based:**

It is a community-based institution with well-defined motto, vision, mission, goals and objectives. It has education and management stream to offer under graduate and master level courses for BBs and B.Ed. and also MBS (Accountancy, & Finance) and MEd (health, English & Nepali). To date it has 531 students on roll.

#### **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 and open place for different ethnic groups and minorities. The college aims to promote multi-cultural perspectives in learning. It offers scholarship opportunities to students on merit and need basis and majority of students belonging to socially marginalized and economically deprived classes are included in fee waivers.

#### **2.1.2 Educational Status and Scope:**

Girls/women lag behind in totality in every respect in a nation like ours. The founding fathers realized this vacuum in existing society and hence went for a separate girls' college in this region. It has been running as one of desired destinations for higher education for girls for nearly two decades now not only in the central region of the

country but in the entire nation as well. Education is much cheaper in Chitwan in comparison to other major cities in the country. The living expenses and college fee both are affordable for the lower-middle class girls. Transportation costs can be cut down by bicycles. Moreover, regular bus services in every nook and corner of the city makes it convenient for students to attend classes. Students from remote and distant places easily get accommodated in an around the college.

### **2.1.3 Stake Holders and Scope of their Participation:**

Irrespective of religious, cultural, political or ethnic issues, all the people in the society including students, guardians and teachers are the true stake holders of this college. Being a community-based college, its main aim is to providing higher level education in affordable cost. It is also a multiple college. It provides undergraduate as well as university education.

The participation of local people is must to run this college smoothly. The college infrastructure is solely built as charity project by its patron Ms. Maiya Devi Shrestha, who has open-heartily, donated the plot of land and building for the promotion of girls' education. The participation of stake holders in its management and decision making has been crucial to its smooth functioning. As long as they participate, it will ever run to on the path of academic progress and prosperity.

## **2.2 Physical Infrastructures**

One of the most important aspects of any educational institution is its infrastructure. Unless the building, library, laboratory and other service facilities are not sufficient, the teaching learning activities are bound to be interrupted. There is always a stronger and sufficient infrastructures requirement.

### **College Infrastructures**

Particulars	Unit/No.
Land	12 kattha (4068 sq. m)
Number of building	4
Number of Rooms	47
Admin Building	1
Academic Building	1
Canteen Building	1
Guard House	1
Seminar Hall	1

T.T Court	1
Cycle stand	1
Toilets	17
Computer lab	1
Generator Shed	1
Departments rooms	2
Basket Ball Court	1
Library	1

***Furniture Miscellaneous***

Sofa	10 sets
Desk/Bench Joint	480
Tables (wooden)	25
Table (steel)	12
Tea table	10
Chairs	180
Wooden rack	4
Steel rack	24
Cupboard	8
Fan	70
Books	6,500
Fax machine	1
Computer	40
Photocopy	4
Multi-media Projector	4
Printer	5
Laptop	3
CCTV Camera	16
Sound Proof Generator	1
Generator	1

## 2.3 Academic programs and curricular management

### 2.3.1 Programs:

The college has obtained its affiliation from Tribhuwan University. It has been running four-year undergraduate programs in Education and management with major subjects like Accountancy, Marketing, Finance, Nepali, English, Population, Health and Sociology. The College also runs masters level programs in Education (Health, English & Nepali) and Management (Accountancy, Finance & Marketing)

### 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 located at an advantageous setting in the central part of the nation. The trend of students' enrollment and composition is given in the table below.

Level	Programs	Total No. of Exam Appeared Students		
		2074/075	075/076	076/077
Bachelor	BBS	180	197	276
	B.Ed.	127	163	195
Master	M.Ed.	18	18	17
	MBS	50	44	43
Total No. of Students in each year		375	442	531

### 2.3.3 Teaching learning resources and support

Teaching-learning resources form the backbone of any educational institution. To strengthen its academic capabilities, the college regularly conducts various skill enhancing exercises like workshops or seminars with the help of experts' professionals in the chosen field. The college provides reference materials and training to its teaching and non-teaching staff. The college is considering taking a bold decision to empower teachers to provide on-job opportunity for research study like M.Phil. and Ph.D.

### 2.3.4 Examination systems and results

Although the semester-end/year-end examinations are conducted and results are published by Tribhuwan University, it has formed a separate examination cell to

conduct internal assessment and exams to prepare and strengthen the academic skills of the exam-takers. It conducts three internal examinations in an academic year and publishes results. Certainly, internal assessments motivate students in study for better achievements.

## 2.4. Human Resource Management

### 2.4.1 Administrative personnel and staffs

Designation	Name
Principal	Jhamka Bahadur Gurung
Vice Principal	Biswa Raj Subedi
Vice Principal	Bhoj Raj Neupane
HOD(Management)	Bikash Dhakal
HOD (Education)	Tej Prasad Adhikari
Accountant	Krishna Binod Adhikari Puja Shrestha
Examination	Nirmala Parajuli
EMIS	Mukund Chalise
Administration	Punam Gurung
Library	Sabita Bhattarai
Office Assistent	Madav Sapkota
	Som Bahadur Bhujel
	Tara Bhujel
	Chunu Gurung
Guard	Dev Bahadur Kandel
Electrician/Plumber	Krishna Kumar Shrestha

### 2.4.2 Departments

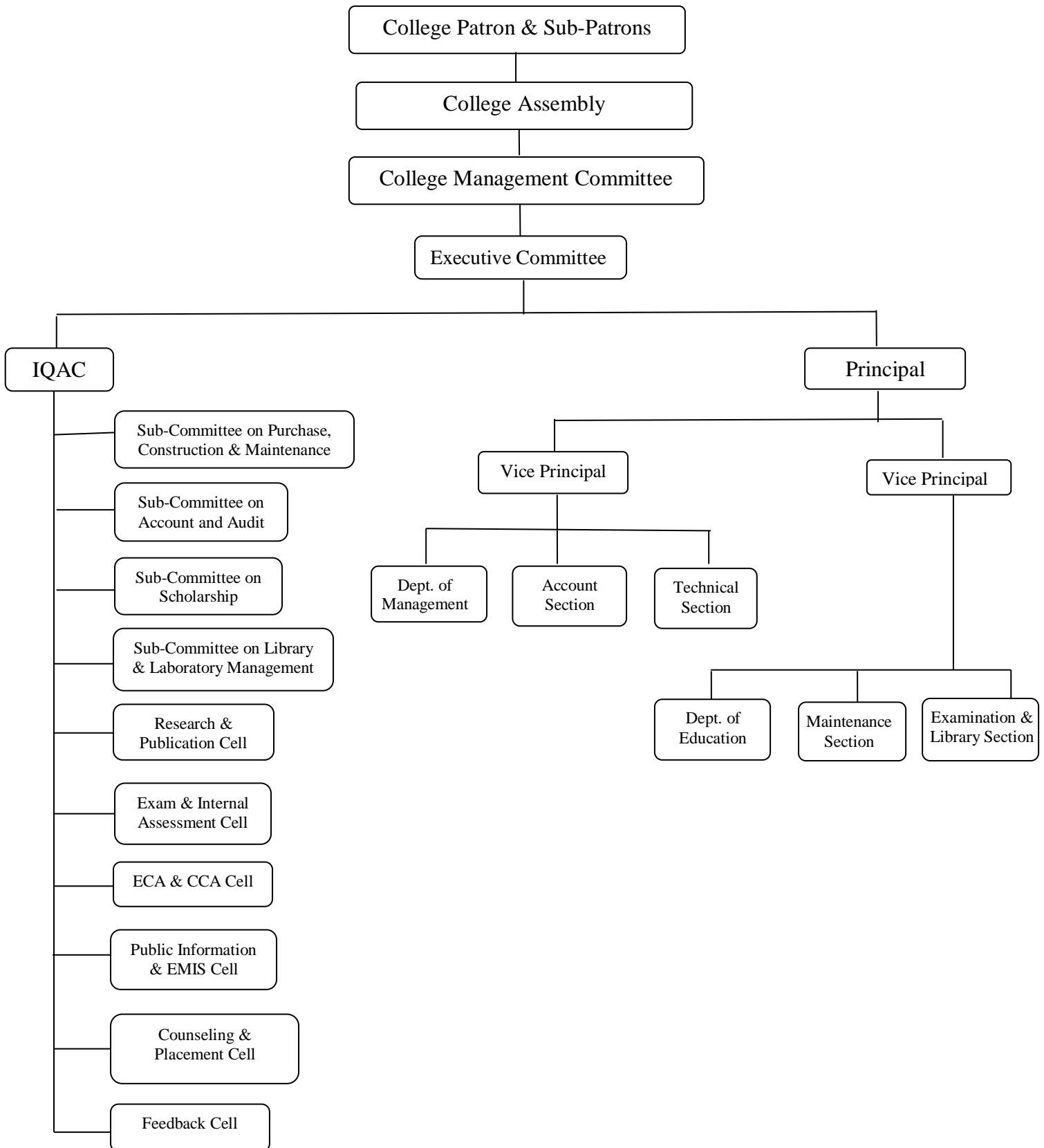
Head of Management Faculty	Bikash Dhakal
Members of Management faculty	Jhamka Bahadur Gurung
	Bishwa Raj Subedi
	Sabitri Adhikari

	Krishna Prashad Neupane
	Kedar Wagley
	Ramchandra Adhikari
	Tajendra Poudel
	Balaram Dhakal
	Khadananda Bhandari
	Mina Aryal
	Krishna Lamsal
	Manisha Ghorasaini
Head of Education faculty	Tej Prasad Poudel
Members of Education faculty	Bhoj Raj Neupane
	Bal Shankar Subedi
	Mukti Nath Adhikari
	Hom Nath Poudel
	Sunita Sadaula
	Sharmila Pandit
	Nirajan Panta
	Khimkumari Gautam
	Banita Poudel
	Indira Gurung
	Amrita Shrestha
	Arjun Dhakal

## 2.5 Institutional Management

### 2.5.1 Institutional Structure

The institutional structure of this college is as follows.





## 2.5.2 College Assembly \* Management Committee

The college assembly is the highest organ of this college. The members are chosen from various fields numbering 76, for a period of 3 years. College Management Committee chairman is nominated by the assembly at the recommendation of patron/sub- The CMC is chosen in a general convention of the assembly. The tenure of the committee is of 3 years.

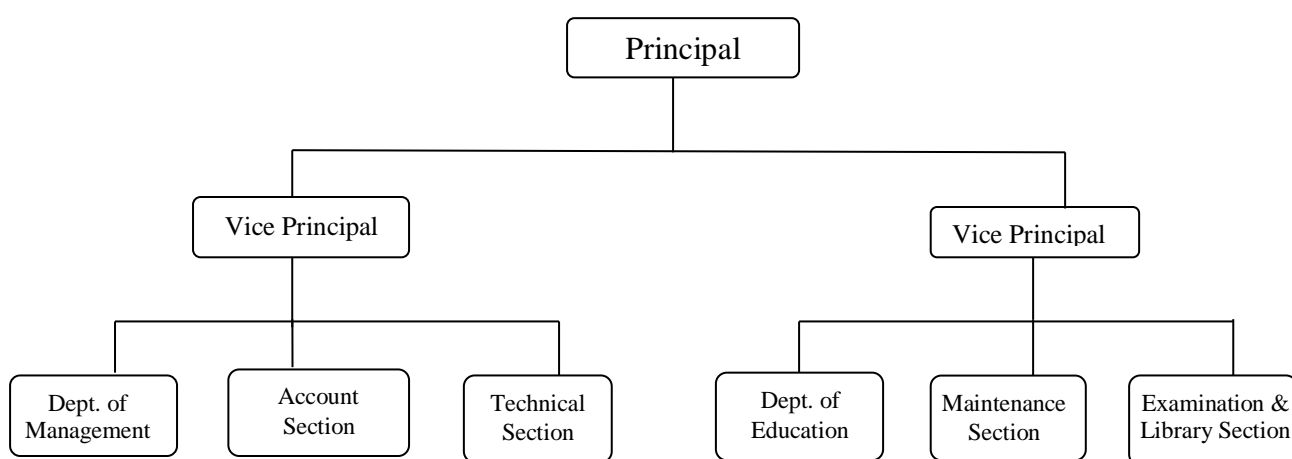
### *Management Committee*

<i>S.N</i>	<i>Designation</i>	<i>Name</i>
<i>1</i>	<i>Patron</i>	<i>Miss Maiya Devi Shrestha</i>
<i>2</i>	<i>Sub-Patron</i>	<i>Prem Kumar Shrestha</i>
<i>3</i>	<i>Chairperson</i>	<i>Tank Nath Poudel</i>
<i>4</i>	<i>Chief Advisor /CMC</i>	<i>Ram Krishna Ghimire</i>
<i>5</i>	<i>Member /CMC</i>	<i>Siddha Kumar Shrestha</i>
<i>6</i>	<i>Member/CMC</i>	<i>Ujjawol Shrestha</i>
<i>7</i>	<i>Member /CMC</i>	<i>Manohari Koirala</i>
<i>8</i>	<i>Member /CMC</i>	<i>Indra Prasad Chalise</i>
<i>9</i>	<i>Member /CMC</i>	<i>Hariraj Poudel</i>
<i>10</i>	<i>Member /CMC</i>	<i>Balbhadra Ghimire</i>
<i>11</i>	<i>Member /CMC</i>	<i>Gauri Shrestha</i>
<i>12</i>	<i>Member /CMC</i>	<i>Pravat Kumar Joshi</i>
<i>13</i>	<i>Member /CMC</i>	<i>Devendra Gurung</i>
<i>14</i>	<i>Member /CMC</i>	<i>Dr. Suryakanta Ghimire</i>
<i>15</i>	<i>Member /CMC</i>	<i>Mamata Neupane</i>
<i>16</i>	<i>Member /CMC</i>	<i>Umashankar Agrawal</i>
<i>17</i>	<i>Bharatpur-10, Ward Chair</i>	<i>Arun Pudit Bhandari</i>
<i>18</i>	<i>President of Association of Lecturers</i>	<i>Krishna Prasad Neupane</i>
<i>19</i>	<i>TU Representative</i>	<i>Kehsab Bhakkt Sapkota</i>
<i>20</i>	<i>Secretary (ex -officio)</i>	<i>Jhamka Bahadur Gurung</i>

### 2.5.3 Administration

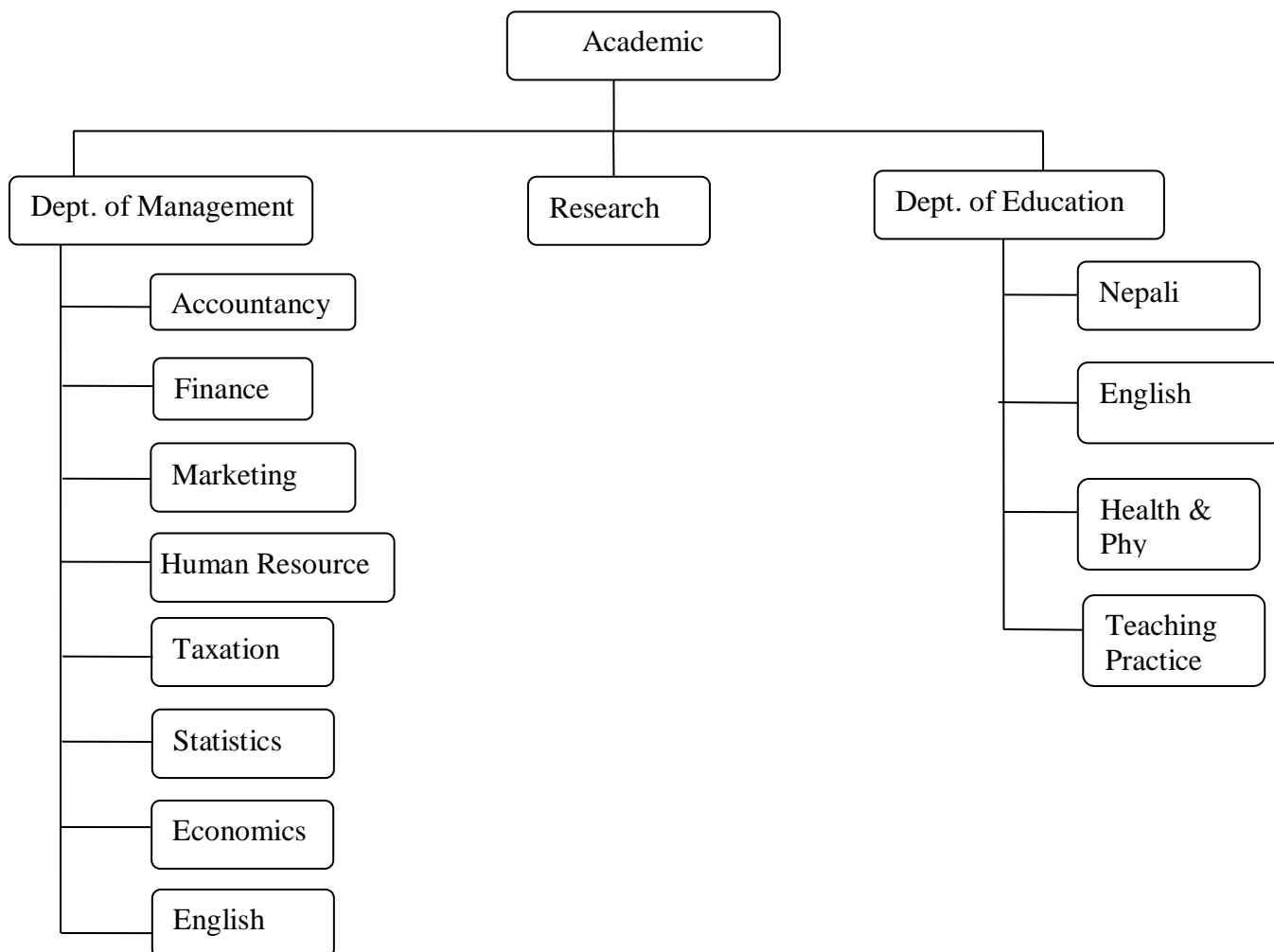
To run the academic and other regular activities, administrative team is at work headed by its principal. Under him/her, there is the provision of vice-principals, Faculty Head. There are also administrative departments like account, examination, administration, maintenance, library etc. The structure of college administration is as follows.

#### Administration of college



### 2.5.4 Academic Management

The college being a smaller organization with 531 students in single gender, academic management has been done by head of departments. There is not the provision of separate department of different subjects still now. But if the administration feels the necessary, it can set the faculties in the departments as below.



### 2.5.5 Associations

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

They are as follows.

- Association of Lecturer
- Free Students Union
- Alumni Association
- Student Study Circle

## 2.6 Economic and Financial Management

### 2.6.1 Fixed Assets

MDGC owns 4 buildings with total 47 classrooms. It has 480 desks and benches, 220 tables and chairs, 40 computers, 1 cycle stand, 2 photocopy machines, 1 fax machine, 5 printers, 4 projector, 3 laptops as the fixed assets.

### 2.6.2 Operational Expenditures and Income Trends (Management plus Program)

Fiscal Year	Expenditure NRs.	Income NRs.
2073/074	NRS 20813594.06	NRS 22401186.90

2074/075	NRS 28012136.81	NRS 31113995.29
2075/076	NRS 35722316.37	NRS 35224674.66

### 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	Local & Provincial government
Other donors	Other Grants

### 2.6.4 Cost per Students

Cost per students is NRs. 26,835.43

### 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 challenges 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 uninterrupted internet facility for the teachers and students in this college. Besides, there is a separate research and publication cell at work to conduct and coordinate academic researches including thesis for masters' level students and project reports for both undergraduate and master students. A full-fledge Research & Publication Cell is functioning in this respect. It has the provision of allocation of five percent annual budget and it takes out yearly plan at the beginning of the academic session to conduct multiple research-related activities.

## 2.8 Extra-curricular Activities

Extra-curricular activities are conducted by ECC/CCA regularly on such occasions like College establishment day and Teej (women festival). There is a cell to conduct and manage these activities. They supplement and add to their academic achievement. These activities increase and release the innate power of students and to establish

good relationship between teachers and students, students' Union and Study circle are also involved in managing such activities in the college. It has built a tradition of providing medals, rewards, and appreciation letters for topper etc. These activities are conducted in the following ways.

### **2.8.1 Indoor Activities**

Certain co-curricular activities like poem recitation, quiz contest, speech competitions, spelling contest, essay competitions, debate, table tennis, cultural shows and similar programs are conducted on special days like Teej and during sports week on the occasion of college establishment day.

### **2.8.2 Outdoor Activities**

Volleyball, basketball, athletics etc. are organized as and when necessary. Students are taken out in public grounds to participate in such activities.

## **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, honorable 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 element for the success of any educational organization. Over the years, the college has been focusing on the recruitment and selection of competent teaching and other staffs. In order to enhance the capacity, it has been considering definite plans to provide career development opportunities to its human resources. Mention may also be made to training and refreshment activities conduct occasionally to motivate staff in their job and to make them more competent in changing context. Specifically, the CMC has endorsed resolution to provide concrete faculty and human resource development plan. It has stated that a permanent faculty with minimum five years' service shall be provided with maximum three years paid study leave and three more years of unpaid study leave. Similarly, workers/staff shall be provided with training and orientation occasionally to boost their career skills and capabilities.

#### **3.3. Student-Teacher Ratio**

The college is always sincere to provide quality education to its students. It always concerns 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, 17:1 in 2073 B.S. and 20:1 in 2076 BS

#### **3.4. Institutional Development**

It 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, student's forum, etc.

### **3.5. Economic and Financial Development**

The main financial source of college is tuition fees collected from students which can never be sufficient for operating expenditures. It also receives regular endowment grants from UGC to supplement its expenses. Financial assistance towards infrastructural capability addition/extension has been forthcoming particularly for the last two fiscal years from provincial government as well.

### **3.6. Research Documentation and Publication**

Research activities are so far concerned to academic development in educational institutions. Research-based teaching learning activities are more effective than the conventional practices. College has been mulling over greater attention toward establishing a research and development center within the organization although sufficient resources are not available for this purpose. Students are to be motivated to participate in these activities. Faculty members can draft useful documents for example self-assessment report for UGC. Tracer Study, Annual Reports etc. are regularly published as a rule.

### **3.7. Extra-curricular Development**

College conducts extra-curricular activities every year. These activities include physical as well creative exercises. They are conducted on special occasions like Teej celebration and during Sports Week on college establishment day.

## **Section-IV: SWOT Analysis**

### **4. Swot Analysis of Institution:**

It is a growing institution in the district. It is located in urban setting in a prime location of the prestigious Bharatpur metro that has lured migrants over the years. Unlike the practice followed in the yesteryears, the present composition of management committee is committed to think and act rationally to bring changes and grow the institution in the long run. They have identified following strengths and weaknesses of college considering the resource capabilities in order to formulate the strategic plan.

#### **4.1 Strengths:**

- Key location of the college with wide area coverage to include students from adjoining districts.
- Advantage of being only one girl's college in the region.
- CMC being inclusive and democratic in composition is Integrated and committed to work for development.
- Capable administration to operate the academic activities smoothly.
- Competent teaching staff to provide quality education in changing context.
- Concrete RCC building with boundary wall.
- Comfortable, convenient and bright class rooms.
- Facility of pure drinking water.
- Library well-stocked with reference books.
- Computer lab with internet facility.
- Manageable playground.
- Fair academic achievement in the nation in year-end and semester-end exams.
- Lowest tuition fee in the region and provision of scholarship/fee waivers.
- Transparent college rules and regulations.
- Constructions and implementation of annual work plan, budget, regular auditing and supervision.
- Provision of primary health care and toilets
- Committed and highly motivated teachers for quality teaching
- Regular CMC meetings to review progress.



## **4.2. Weakness**

Some weaknesses are obstructing the efficient management of the institution although integrated and consistent efforts of committed stakeholders are bound to minimize them in the near future. They are as follows.

- College still lacks enough technical equipment like CC Camera, Laptop, Smart Board, electronic attendance machine etc.
- College library is not well-equipped with modern computer system, reference books, journal, newspapers and magazines.
- Lack of transportation.
- No training/workshops/seminars for CMC members, administrative personals for developing managerial/ administrative ability/ skill.
- Lack of hostel for needy students.
- It's unable to introduce new educational program like B.B.A., M.B.A., BCA, B.Ed (Computer), B.Sc, BSc.CSIT, B.Sc Nursing, BPH, BBM etc.
- Lack of proper management of ECA/CCA exercises.
- No publications of research journals/papers by faculty.
- Lack of non-credit vocational and technical courses to empower students.

The strengths are to be utilized to capitalize on the opportunities and oppose the threats created by the society as a whole. Similarly, weaknesses of organizations are to be reduced by identifying alternative sources of resources. CMC has identified the following opportunities and threats emerging in the environment including forces in politico-legal, socio-cultural, economic and techno-communication fields.

## **4.3 Opportunities**

- It has the opportunity to be a leading educational institution.
- It has opportunity to appeal new students by introducing market-savvy programs like B.B.A., B.C.A., B.Sc., B.Ed (Computer), B.Sc, Bsc.CSIT, B.Sc Nursing, BPH, BBM etc.
- It has the opportunity to serve the society by producing competent and capable man power.
- It has the opportunity to invite motivated, innovative, creative and competent faculty member for quality education.
- Positive attitude of T.U. and UGC towards the campus.

- To be developed as a center of education for academics and research dedicated for women.

## **4 Threats**

Threats for the college are:

- Increasing migration rate may encourage private entrepreneurs to invest in private colleges that can pose threat to its sustenance and growth
- Interests of students are rapidly changing to vocational short-term courses rather than the conventional liberal arts and management subjects which can drastically affect enrolment
- Threat of insufficient infrastructure which is necessary to serve increasing no. of students.
- Open environment and changed socio-cultural mores 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 the last two decades of its existence. Yet, some progress and achievements have been registered although it does not fulfill the present requirement and needs. Priorities for the development in the present context are as follows.

- Fulfill the need of students in new market-oriented courses/subjects and recruit faculty accordingly
- Infrastructure development.
- Fulfill the need of techno-communicative equipment.
- Make faculty member more competent by providing opportunity for further research study with study and paid leave.

## **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 Our Motto**

HIGHER EDUCATION FOR WOMEN EMPOWERMEN

(Stated and incorporated by CMC as bylaw resolution vide dated 2075/12/26)

#### **5.2 Vision**

Maiya Devi girls' College will strive to provide excellent educational opportunities that are responsive to the needs of the community and help students meet economic, social, and environmental challenges to become active participants in shaping the world of the future.

(Stated and incorporated by CMC as bylaw resolution vide dated 2075/12/26)

#### **5.3 Mission**

Maiya Devi girls' College is a safe, friendly, accessible environment where all girl students optimize their academic, career, and cultural development. It contributes to be a dynamic center for life-long learning fostering a comprehensive and enriching academic programs with vibrant extracurricular activities.

(Stated and incorporated by CMC as bylaw resolution vide dated 2075/12/26)

#### **5.4 Goals**

**5.4.1 Student Focus:** Meeting community and student needs by creating an educational environment and culture for students to attain a variety of goals.

**5.4.2 Excellence:** Maintain a high standard of performance leading to the achievement of academic and professional goals.

**5.4.3. Collaboration:** Seeking input from all sectors of the college and the community.

**5.4.4. Diversity:** Fostering a learning community in which the values, goals, and learning styles of all students are recognized and supported.

**5.4.5. Life-Long Learning:** Serving enthusiastic, independent thinkers and learners striving for personal growth.

**5.4.6. Integrity:** Behaving ethically in all interactions at all levels.

**5.4.7. Technological Advancement:** Keeping pace with global technology trends and enhancing traditional instruction with technology to prepare students for success in work place.

(Stated and incorporated by CMC as bylaw resolution vide dated 2075/12/26)

## **5.5. Objectives**

**5.5.1.** Introduce market-oriented academic programs.

**5.5.2.** Enhance support for professional development of faculty and staff.

**5.5.3.** Seeking input from concerned stakeholders to keep the institution updated and deserving.

**5.5.4.** Creating a multi-ethnic, multi-cultural learning environment that respects every individual's values, goals and learning styles.

**5.5.5.** World class education shall be at door step to foster talent and make courses accommodating and qualitative those match society and labor market.

**5.5.6.** Communicate about the distinct image of the institution in clear and unambiguous words to all stakeholders.

**5.5.7.** Ensure extensive use of modern technology in teaching-learning and increase administrative efficiency

(Stated and incorporated by CMC as bylaw resolution vide dated 2075/12/26)

## **5.6 Strategy**

### **5.6.1 Strategy I: Introducing new educational programs.**

The college currently runs B.Ed, BBS, MBS (Accountancy, Finance) and M.Ed (Health, English & Nepali). The college feels the urgency of introducing the following programs as per the demand and need of the time:

1. BBA
2. B.Sc ( in various subjects like CSIT)
3. B.Ed (Computer)
4. BSc Nursing
5. BN
6. BA (Journalism)
7. Non-Credit Courses

#### **Action Plan**

- Draft required documents for affiliation of programs from University every year for new programs.
- Draft required documents for non-credit courses for students.
- Obtain affiliation from University.
- Draft rules and regulations.
- Recruitment of competent teaching staff.

#### **Measures of success**

- Minutes of meeting.
- Documentation of official records.
- Entrance, Admission, Attendance Register, Progress Report.
- Number of enrollment and staffing in each program.

#### **Procedures**

1. Program Coordinator (PC) will follow the strategic plan and prepare action plan to open new program.
2. PC submits 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.

### 5.6.2 Strategic II: Quality Management

The quality of education in the College seems to be satisfactory in present and to uplift it in the following years; the following programs are to be conducted: A powerful cell functions to monitor quality and evaluation.

- Putting CCTV & projectors in all classroom for effective teaching-learning
- Long /short term training programs for subjects' teachers.
- Giving emphasis to modern teaching learning technology like using of Smart Board.
- Addition of Electronic Attendance Machines for staffs to make them dutiful.
- Special classes with A/C for students.
- workshop/ Seminar
- Reward best teachers.
- Timely meeting of the departments that discuss about the quality improvement.
- Collection of teacher's problem and prompt addressing mechanism.
- Collection of additional funds for providing scholarship to students
- Provide uninterrupted facilities of email/Internet.
- Send teachers for further study program like M.Phil/Phd.
- Supply adequate reference & text books in the library in various subjects.
- Application of modern management technology in library.
- Purchase of additional Computers, Books, Furniture

#### **Measures of success:**

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

#### ***Plan of Action***

Year	Activities
2020	<ul style="list-style-type: none"><li>• communicate effectively to faculty members</li><li>• preparation of necessary documents</li></ul>

	<ul style="list-style-type: none"> <li>• Purchase of Computer, Laptop, Printer and projector</li> <li>• Purchase of Sports Equipment</li> <li>• Scholarship for needy students and Awards to best students as well as Teachers and Staff</li> <li>• Educational Visit</li> <li>• Internet/Email</li> <li>• Maintenance (Computer Lab, Classroom, electricity)</li> <li>• develop the mechanism</li> <li>• Academic Audit</li> </ul>
2021-2029	<ul style="list-style-type: none"> <li>• CC Camera in every class rooms</li> <li>• Smart Board in class rooms</li> <li>• Electronic Attendance Machines for teachers and staffs.</li> <li>• A/C in the classes</li> <li>• Addition of Computer, Laptop, printer, Photo Copy Machine, Projector</li> <li>• Book Corner in every Class Rooms</li> <li>• Addition of Sports Equipment</li> <li>• Scholarship and Awards every year.</li> <li>• Educational Visit every year</li> <li>• Internet/Email</li> <li>• Maintenance (Computer Lab, Classroom) in a regular basis</li> <li>• Furniture Maintenance</li> <li>• Solar Plant</li> <li>• Academic Audit every year</li> </ul>

***Procedures***

1. PC will have to follow strategic plan
2. PC encourages preparation of annual work plan by 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 classes of teachers and provide feedback.

5. PC will submit progress report to assessment committee.

### **5.6.3 Strategy III: 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 extra and co-curricular 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-chartered and disciplined.
7. Informing pass out and 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
2020	<ul style="list-style-type: none"><li>• Improvement of Library and E-Library (Furniture Books, Journal)</li><li>• Updates of website</li><li>• Bus for Students and Staff</li><li>• Establish baseline levels of retention, graduation, transfer service utilization.</li><li>• Development of Primary Health Care Unit</li></ul>



	<ul style="list-style-type: none"> <li>• Common room/changing room for students and teachers</li> <li>• Development of common room/changing room for students</li> <li>• Develop comprehensive enrollment plan to cover retention, recruitment and marketing based on regional population data.</li> <li>• Extra Activities (Teej, Annual Ceremony, Orientation, welcome program, farewell program, Student Counseling and other student-centered program.</li> <li>• Preparation of college Annual Calendar and prospectus</li> </ul>
2021-2029	<ul style="list-style-type: none"> <li>• establish and expand the web-based information system and registration procedure</li> <li>• increase the level of co-ordination with other educational institute</li> <li>• improve the counseling programs to the students for their personal development and academic development</li> <li>• evaluation of action plan and make improvements continuously</li> <li>• Advertisement of the College</li> <li>• Improvement of Library and E-Library (Furniture Books, Journal)</li> <li>• Regular update of College Website</li> <li>• purchase of Vehicles - 3 Buses for Students and Staff under the provision of Nepal Government</li> <li>• purchase of 2 motorbike for College Purpose under the provision of Nepal Government</li> <li>• Curricular Activities and Co-Curricular Activities</li> <li>• Improvement and regular maintenance of Primary Health Care Unit</li> <li>• Improvement and regular maintenance Common room/changing room</li> <li>• College calendar and prospectus every year</li> <li>• Extra Activities (Teej, Annual Ceremony, Student Union, Counseling and other student-centered Program</li> </ul>

### ***Procedures***

- PC will have to follow the strategic plan.
- PC 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 2015-2020
- Action plan for student enrollment and support
- Progress report/Proceedings book/Annual Report/Tracer Study Report

### **5.6.4 Strategy IV: Faculty and human resources development**

- Continuing the skill development of admin and human resources program.
- Providing refresher training as per the need and requirement.
- Transformation of knowledge and practice 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.
- Providing study leave with hundred percent salary and other benefits
- Providing short-term training and refresher courses to staff

### ***Mission***

The 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.
- Increase the number of faculty with research degree

### ***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
2020	<ul style="list-style-type: none"> <li>• determine the programs of skill development</li> <li>• effective communication to faculty and staffs to participate in selected program</li> <li>• Research and Journal Publication</li> <li>• Baseline survey/ Tracer Study Consultancy</li> <li>• Improvement and implementation of EMIS system</li> <li>• Publication of college journal and annual report</li> <li>• Provide support to the lecturer of their higher education i.e. MPhil/PHD</li> </ul>
2021-2029	<ul style="list-style-type: none"> <li>• establish a forum of faculty to exchange the information and experience</li> <li>• manage information on full range of development opportunities for faculty administration and staffs</li> <li>• support programs for further study, research work and trainings</li> <li>• Publication of Research and Journal every year by faculty and college</li> <li>• Seminar, Training and workshops for skill development of Teaching and Non-Teaching Staff</li> <li>• Baseline survey/ Tracer Study Consultancy</li> <li>• Improvement of Accounting System and Administration and</li> </ul>

	<p>strengthen the EMIS system</p> <ul style="list-style-type: none"> <li>• Pure Drinking Water</li> <li>• Laptop (PC) for faculty members</li> <li>• Maintenance of Class rooms, Offices</li> <li>• M Phil/ PHD</li> </ul>
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***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 2011-2015,2015-2020
- Action plan of skill development of Human resource
- Progress report/ Proceedings book

**5.6.5 Strategy V: 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. Furniture for class room, Library and Administration
2. Construction of canteen building
3. Hostel building for the needy Students
4. Separate Library Building to be promoted exclusive center of research on women
5. Documents regarding estimation of furniture.
6. Documentation report of appointing procedure of registered Construction Company.
7. Progress report and visual pictures of the work.

***Action Plan***

Year	Activities
2020	<ul style="list-style-type: none"> <li>• Prepare map, scheme and cost estimation of furniture</li> <li>• Prepare the list of furniture needed and purchase it.</li> <li>• Appoint Builders under the provision and rules of UGC.</li> </ul>

	<ul style="list-style-type: none"> <li>• start work on canteen building</li> <li>• Tiles &amp; marbles in stairs</li> <li>• Painting in class rooms and offices</li> <li>• Purchase of Office Equipment and Furniture</li> </ul>
2021 - 2029	<ul style="list-style-type: none"> <li>• Start Building a Hostel for the needy students and separate library building as a research Center.</li> <li>• Well Furnishing of the class-rooms</li> <li>• observe rules and direction of UGC</li> <li>• College Building for New Program</li> <li>• Tiles &amp; marbles in Class Rooms, Corridors and stairs</li> <li>• Well-equipped Conference Hall</li> <li>• Building Paint</li> <li>• Office Equipment, Furniture</li> </ul>

***Procedures***

1. 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.

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

### **6. Resource Mobilization**

#### **6.1 Stakeholder's Forum**

College will establish a stakeholders' forum to oversee and monitor the utilization of the resources available at disposal granted by our donor agencies. Management committee has decided to establish an Action Committee (AC) of five members to address the concerns of stakeholders. The composition of the committee shall be as hereunder:

- |  |    |
|--|----|
| 1. President of management committee – Coordinator | -1 |
| 2. Member of management committee – Member         | -1 |
| 3. Principal of college - Secretary                | -1 |
| 4. Program Coordinator                             | -1 |
| 5. Representative from Teachers association        | 1  |

#### **6.2 Commitments and Concerns**

- a) AC will organize periodic meetings to decide the areas of concern to utilize the fund
- b) AC is responsible to prepare the scheme for resource mobilization.
- c) AC will organize interaction programs with stakeholders whenever necessary.
- d) AC will be responsible to invite the quotation/ bids and to issue contract.
- e) AC will submit the program report periodically to CMC and to donor agencies whenever necessary.
- f) AC will follow all the rules and regulations prescribed by donor agencies.
- g) AC can take binding decisions as per delegation of authority by CMC.

## Five-year action plan with estimated cost and expenses

Action Plan	Cost for 10 Years Estimation (NRs.)	2020 AD	2021 AD	2022 AD	2023 AD	2024 AD	Remarks
<b>1. Introducing New Educational Program</b>							
• Cost as per estimation for BBA/BBM/BIT	1000000	300000	300000			400000	
• Cost as per estimation for New subjects in Master	400000			400000			
• Cost as per estimation for Technical Courses (B.Sc., B.Sc CSIT, etc)	1000000		500000			500000	
• Cost as per the estimation of BSc Nursing/BN	600000				300000	300000	
• B.Ed (Computer)	300000		300000				
• Cost as per the estimation for new subject in BA (Journalism)	50000			50000			
• Non-credit Courses	500000	100000	100000	100000	100000	100000	
• Procedures	93000	15000	17000	19000	20000	22000	
<b>2. Quality Management</b>							
• CC Camera with computer	100000		50000	50000			
• Smart Board	150000		50000	50000		50000	
• Electronic Attendance Machines for teachers and staffs.	25000		25000				
• A/C in offices	180000		30000	30000	50000	70000	
• Computer, Laptop, printer, Photo Copy Machine, Projector	330000	70000	80000	50000	50000	80000	
• Book Corner in every Class Rooms	100000		20000	20000	30000	30000	
• Sports Equipment	50000	10000	10000	10000	10000	10000	
• Scholarship and Awards	590000	100000	100000	120000	130000	140000	
• Educational Visit	170000	30000	32000	34000	36000	38000	
• Internet/Email	43000	5000	6000	10000	10000	12000	

<b>Action Plan</b>	<b>Cost for 10 Years Estimation (NRs.)</b>	<b>2020 AD</b>	<b>2021 AD</b>	<b>2022 AD</b>	<b>2023 AD</b>	<b>2024 AD</b>	<b>Remarks</b>
• Maintenance (Computer Lab, Classroom)	2600000	500000	500000	500000	500000	600000	
• Furniture Maintenance	1300000		300000	300000	300000	400000	
• Sound Proof Generator/Solar Plant	1000000				1000000		
<b>3. Student Enrollment and Support</b>							
• Advertising	800000	100000	100000	150000	200000	250000	
• Improvement of Library and E-Library (Furniture Books, Journal)	2900000	400000	500000	500000	700000	800000	
• Website update	300000	50000	50000	50000	50000	100000	
• Vehicles - 4 Buses for Students and Staff	7500000	2500000				5000000	
- 2 motorbike for College Purpose	350000				350000		
• Extra-Curricular Activities and Co-Curricular Activities	1000000	200000	200000	200000	200000	200000	
• Primary Health Care Unit	500000	100000	100000	100000	100000	100000	
• Common room/changing room	700000	300000	100000	100000	100000	100000	
• College calendar and prospectus	1600000	300000	300000	300000	350000	350000	
• Extra Activities (Teej, Annual Ceremony, Student Union, Counseling and Other Student center Programs)	1100000	200000	200000	200000	250000	250000	
<b>4. Skill Development of Administration and Human Resources</b>							
• Research and Journal Publication	14800000	5000000	7000000	800000	1000000	1000000	
• Seminar, Training and workshops	6300000	400000	400000	4500000	500000	500000	
• Baseline survey/ Tracer Study Consultancy	1200000	200000	200000	200000	300000	300000	
• Improvement of Accounting System and Administration. (Software)	900000	500000	100000	100000	100000	100000	
• Publication	2100000	300000	300000	500000	500000	500000	
• Drinking Water	650000	100000	100000	150000	150000	150000	
• Laptop (PC)	1000000	300000	400000	200000	200000	200000	
• Furniture (Class room, Office)	1700000	300000	200000	400000	400000	400000	



<b>Action Plan</b>	<b>Cost for 10 Years Estimation (NRs.)</b>	<b>2020 AD</b>	<b>2021 AD</b>	<b>2022 AD</b>	<b>2023 AD</b>	<b>2024 AD</b>	<b>Remarks</b>
• M Phil/ PHD two faculties per year	6400000	1200000	1200000	1200000	1400000	1400000	
<b>5. Infrastructure Development</b>							
• Purchase of Land	20000000		20000000				
• College Building For New Program	20000000			10000000	10000000		
• Tiles & marbles in Class Rooms, Corridors and stairs	4000000	500000	500000	1000000	1000000	1000000	
• Well-equipped Conference Hall	2000000			2000000			
• Hostel for the needy Students	14000000			6000000	4000000	4000000	
• Separate Library Building with e-materials	10000000				5000000	5000000	
• Canteen Building	4500000	4500000					
• Building Paint	6700000	500000	200000	2000000	2000000	2000000	
• Office Equipment, Furniture	3800000	1000000	800000	1000000	500000	500000	
□	198510000	25450000	49950000	41880000	38510000	42720000	

Prepared By:  
Task Force on the drafting of Strategic Plan and  
Educational Master Plan in Co-ordination with IQAC

Approved By  
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