### HETAUDA CAMPUS

### EDUCATION MANAGEMENT INFORMATION SYSTEM REPORT (EMIS)

**2078/079**

****

### Prepared by

**EMIS Unit, Hetauda Campus**

**Date:- 2079-02-15**

# 

# EMIS Report Preparation Team

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# ACKNOWLEDGEMENT

We are indebted to administration of Hetauda Campus for appointing the EMIS team to perform assigned responsibilities to manage, systematize and publish campus related data. This report has been prepared including the information about academic progress, economic activities and data about faculties and staffs of the campus. This report is the product of the team work among the members of CMC, faculties and staffs.

We extend our sincere gratitude to Dr. Dev Chandra Manandhar, Campus chief for his continuous advice and encouragement for the preparation of this report. Similarly, our thank goes to Mr. Sanjay Kumar Basnet, SAT coordinator for his proper guidance and support during the preparation of this report. We also acknowledge the faculties, staffs and students of this campus for responding to the quires asked for them.

EMIS Unit

# EDUCATION MANAGEMENT INFORMATION SYSTEM

The systematic development of higher education in the country has been emphasized by the national higher educational policy framework. Reliable and authentic EMIS is backbone to implement policies for creating quality in higher education. So the campus has started to publish it in the form of report annually. This is the first EMIS report published officially by EMIS Unit of Hetauda Campus.

University Grants Commission has instructed to develop a comprehensive and coordinated EMIS that will connect UGC, universities and campuses and make easy access for the stakeholders to know about them. Hetauda campus is developing its EMIS according to the guidelines of UGC. The major strategy of the campus is to develop web-based EMIS system but the inadequate skills to operate software based technology is seen as problem to make EMIS more effective. However, the campus has planned for intensive training for the staffs to work in EMIS cell.

Data about academic programs, students, faculty members, publications and financing are stored in EMIS. The data are disaggregated by important variables and analyzed to provide important issues based on the indicators derived from various sources. It is expected to benefit the researchers and its stakeholders. The campus would like to request the readers to provide constructive feedback and suggestions for further improvement of the report in the future.

# ABBREVIATIONS

|  |  |
| --- | --- |
| BA | : Bachelor of Arts |
| BBS | : Bachelor of Business Studies |
| B.Ed. | : Bachelor of Education |
| CBS | : Central Bureau of Statics |
| DOE | : Department of Education |
| EMIS | : Education Management Information System |
| GER | : Gross Enrollment Ratio |
| GPI | : Gender Parity Index |
| HE | : Higher Education |
| HERP | : Higher Education Reform Project |
| HSS | : Humanities and Social Sciences |
| IT | : Information Technology |
| M. Ed | : Master of Education |
| STR | : Student Teacher Ratio |
| UGC | : University Grants Commission |
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# Executive Summary

This annual report of EMIS 2078/79 presents existing situation of Hetauda Campus. Hetauda Campus has run three faculties in Bachelor and master's level affiliated with Tribhuvan University; Education, Management and Humanities for higher studies in Makwanpur district. It is a leading campus of the district in terms of delivery of the academic quality. The campus has developed the system of team works via "Karyabewastha Nirdesika". Karyabewastha Nirdesika has monitored various curricular and co-curricular activities by assigning responsibilities. The campus is functioning to provide quality education according to the system developed by Tribhuvan University.

The total enrolled number of students in 2078 was 1055. Faculty of education has high number of enrollment.

The total number of student enrolled in the campus was 1055 in the year 2078 BS. Faculty of education has higher number of student enrollment. Out of the students enrolled, 75 % are female students. It shows that women enrollment in the year was overwhelming. In every programme, female enrollment is higher. In the year 2078 BS, the GPI in Hetauda Campus is 2.97, which mean there is disparity in favor of girls compared to boys' enrollment. In Bachelor level, it has 3.08 GPI whereas the GPI of Master level is 2.23. It shows GPI decreases in higher level. The STR of the campus is 40:1.

The total budget allocated for the year 2077/078 was 37090000. Out of which, the capital expenditure was 15600000. 2.46% of the budget was allotted for instructional/ academic development. The total number of faculty in the campus is 27. Out of them two of faculties are

Ph.D. holders,5 are Ph.D. scholars and 4 are M.phil scholars. Among them, faculty of Education contains more members than others. The total number of non-teaching staffs is 11. 7 non-teaching staffs are non-officers and remaining 4 are supporting staffs.

Hetauda Campus has an established Research Management Cell (RMC) to focus on research and publication activities. It has published 1 academic peer review journals and 2nd volume is going to publish soon, conducted workshops and seminars on academic writing for teachers and students. Moreover, it encourages faculties and students for mini research.

# ANNEX 1 DEFINATION OF LEVELS

|  |  |
| --- | --- |
| **Statements** | **Description** |
| HE campuses | Higher education campus |
| HE only campuses | All campuses |
| Bachelor (BA, BBS, B.Ed.) | Higher Education program of minimum 3 to 5  Years that starts after Grade 12 for students who have passed Grade 12 of NEB. |
| Master (M.Ed, ) | Higher Education program of 2 years that runs after  bachelor level for students who have passed Bachelor level examination of University. |

# ANNEX 2

# BRIEF DESCRIPTION OF THE CAMPUS

### History and Development

The college has been running 13th batch of Masters’ Program under the faculty of Education in evening shift. Affiliated to TU, It has managed qualified and dedicated human resources and justifiable physical structures. Now the college is under the planning to expand its service on the basis of provincial situation. So this STRATEGIC DEVELOPMENT PLAN 2019-2023 has been prepared to advance the present situation of the college.

The status of Higher Education in Hetauda has been backed up by the only one campus under the faculty of Education for more than three decades. The college has produced the graduates who are working to strengthen the public and private education in the district and as well as in the nation. The college was established as branch college of Ratna Jyoti College, Kathmandu in 2045 BS. The local community realized the autonomy of the college. After two years, it was changed into Hetauda Campus in 2047 BS. It was running in the buildings of Bhutandevi Secondary School at the time. It was shifted to its own building in 2060 BS made by collective efforts of students, teachers and local guardians.

A management committee under the chairmanship of Avaya Bahadur Pradhan, the then honorable and renown social worker to formalize the establishment of Hetauda Campus on Falgun 7, 2045. (February 18, 1989). It was a public college run by education loving local people of Hetauda. This college started Intermediate in Arts with 123 students: 20 girls, 103 boys and 5 teachers. This college was nationalized and converted into a constituent campus of Tribhuvan University (T.U) as per Tribhuvan University Act 2016 B.S.

The campus has persistently backed to the quality higher education. It has updated the academic and other extra-curricular programs in faculty of educations and planning to run other faculties in the days to come.

This campus has leased land with Bhutandevi Secondary School for 41 years. But now it has got autonomy over 9 Kattha on lease from Bhutandevi Secondary School. In addition, the campus has bought 2 Kattha in Hetauda 16. It has celebrated Silver Jubilee (25th anniversary) in 2073 B.S. It has already launched Master's program in 5 majoring subjects and Bachelor’s programs affiliated by the faculty of Education, Management and Humanities. At present it is working with 1055 students, 32 teachers and 11 administrative staff. These facts indicate that this campus is at the threshold of the autonomic college in the Bagmati province.

# ANNEX 3 REPORT PREPARATION

To prepare this report, required data were collected from the concerned sources. Tools used to collect data were survey forms, emails, phone calls, personal visit to sources etc. The collected data were presented in tabular format in spread sheet.

* Those data were inserted into the standard spread sheet format of the campus.
  + From spread sheet those data were uploaded to database using database tool.
  + As there were noise, redundancies in data, effort to clean those noise and redundancy were made as much as possible, however there are some redundancies. After cleaning data, aggregated table was generated.
* From the aggregate table, summary tables required to prepare the report was generated
  + Those summary tables were analyzed and interpreted

Data in spread sheet

Provide statistical form and survey data

THC

QAA Unit of

EMIS

Data in statistical

Department

, Faculty,

and Program

Form

Request for data

Data in spread sheet

About students and faculty

Administrative

Section

**SECTION 1** **INTRODUCTION**

Hetauda Campus has undertaken the task of publishing basic statistical information about the higher education (bachelors and masters) through its annual publication in the form EMIS report. This report presents information about the higher education in the campus through comprehensive data. It is expected that the information in this report will be useful for planning, policy making, designing programs and projecting resources of the higher education with special reference to Hetauda Campus.

Hetauda Campus established an Education Management Information System (EMIS) under the higher education reform project in 2019 A.D. It aims to provide updated information of the education system in the campus. This is our first attempt to bring out such a comprehensive report of statistical information. The main purpose of this volume is to provide adequate, accurate, timely and reliable data to the education stakeholders.

This report comprises information about student enrollment, pass graduates, gender parity index (GPI), teaching and non-teaching staffs, academic department and programs, research and publication, library service and financial status of the campus.

## Organization of the Report

There are eleven sections in the report; first section provides introduction of the report, second section provides background information of faculty/institute in the campus. Section three gives faculty-wise and program-wise information on enrollment status and gender-wise distribution of the available data. Section four offers data on GPI. Section five provides information on graduates pass from the campus. Section six presents information about distribution of graduates of the campus. Section seven provides the gross enrollment ratios for bachelors and master degrees. Section eight presents information on the financial source and other financial aspect of the campus. Information on teaching and non-teaching staffs is presented in section nine. Section ten lists the student/teacher ratio (STR) in the campus. Section eleven provides the information on the research and publication status of the campus. The main texts are followed by annexure in the report. It includes a total of four annexes.

## Methodology

This report was prepared through the direct or indirect contribution of the faculty and department, different division, administrative section within Hetauda Campus. The data were collected from the administrative sections of the campus. The data obtained are presented in a simple table and figure as and where necessary. Data collection process is very time consuming as the campus is still to maintain a web based database. Descriptive statistics are used for the analysis of data.

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# SECTION 2 FACULTY AND DEPARTMENT

Hetauda Campus has 3 Faculties with 4 programs. Each aims to offer an excellent teaching learning and research environment in a wide-ranging variety of fields.

## Faculty of Humanities and Social Sciences

The Faculty of Humanities and Social Sciences is a center where students benefit from the multi-disciplinary breadth of teaching in areas under Tribhuvan University since 2077 BS. The faculty of Humanities & Social Sciences offers the following programmes and subjects:

Bachelor Level: English, Sociology and Rural Development

## Faculty of Management

The Faculty of Management aims to provide higher education to students for academic and professional pursuits in business, industry, and government. It produces dynamic and innovative entrepreneurs capable of promoting business and industry for the socio-economic development of Nepal. This faculty was affiliated by Tribhuvan University in 2077 BS. The faculty offers the following programmes and subjects:

Bachelor Level: Business English, Business statistic, Micro Economics, Financial Accounting and analysis, Principles of Management, Business Communication, Macro Economics, Cost and Management Account, Human Resource Management and Organizational Behaviour, Financial Management, Business Law, Fundamental of Financial System, Business Environment and Strategy, Taxation, Marketing, Entrepreneurship and Enterprise Development, Business Research Method, Final Project, and Accounting / Marketing/ Finance

## Faculty of Education

The Faculty of Education is the leading institution in producing dynamic and innovative future teachers, and education educators/trainers in Makawanpur and neighbor districts. The faculty has good relationships with educational institutions such as schools and colleges in the district, and has been a leader in educational developments till the dates. This faculty was affiliated by Tribhuvan University in 2053 B.S for Bachelor and in 2063 B.S for Masters. The faculty has two programmes: Bachelor of Education (B.Ed.) and Master of Education (M.Ed.) with the following subjects:

Four Year B.Ed. English, Nepali, Population, Mathematics, Health and Physical Education, Economics and education science

Master level: English, Nepal, Mathematics, Educational Planning and Management and Health

# SECTION 3 ENROLLMENT IN THE CAMPUS

The students enrolled in the campus were from diverse socio-economic and geographical background. Majority of them were from low socio-economic background. The campus has become a reliable higher education institution for the students from disadvantaged groups including woman, dalit and ethnic groups. The enrollment rate in its bachelor and master programs in 2078 showed that the campus enrolled more students from these communities. It has become a center for higher education to the students from the neighbor districts like Makwanpur, Bara, Parsa and Rautahat.

The number of female students was far higher than male students. Similarly, the majority of the students from ethnic communities were higher than other groups. The details of the students' enrollment in 2078 have been presented in the following tables and figures.

Table : Students Enrollment in Different Faculty in the Year 2078 BS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Faculty** | **Male** | **Female** | **Total** | **Share (%)** |
| **Management** | 113 | 240 | 353 | 34 |
| **Humanities** | 25 | 38 | 63 | 6 |
| **Education** | 127 | 508 | 635 | 60 |
| **Total** | 265 | 786 | 1051 | 100 |

(Source: Hetauda Campus, Students' Profile, 2078)

Table 1 shows that education faculty has more students than faculty of management and humanities. The compositions of female students are more than that of male students. It signifies the female enrollment is better than male. The composition has been highlighted in Figure 1.

Figure : Students Enrollment in Different Faculty in the Year 2078 BS

Table : Students Enrollment in Different Level of Education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level** | **Male** | **Female** | **Total** | **Share (%)** |
| **Bachelors** | 231 | 711 | 942 | 90 |
| **Masters** | 35 | 74 | 109 | 10 |
| **Total** | 266 | 785 | 1051 | 100 |

(Source Hetauda Campus Exam Section, 2077)

According to Table 2, the share of students is very low in master level of study compared to bachelor level. The share of students in the bachelor level is 90 percent and the share of students in master is 10 percent. Also, female enrollment is both level is higher than male in both level of education. The composition of students' enrollment in different level of education has been shown in the Figure 2 below:

Figure : Students Enrollment in Different Level of Education

**Students' enrollment in master level program**

The campus has masters' level in the faculty of education. 109 students are being enrolled into the masters' level. 35 are male and 74 are female students out of the total enrollment in 2078.

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# SECTION 4

# GENDER PARITY INDEX (GPI)

Gender Parity Index (GPI) tells us about the access of girls students to higher education. It is one of the most important indicators which is used to measure the participation of girls‟ in higher education. GPI in higher education is expressed as the ratio of the number of girls to the number of boys enrolled in higher education. A value of near one indicates equality, less than 1 display in favor of boys, and value larger than 1 means disparity in favor of girls.

In 2078, the GPI in Hetauda Campus is 2.97, which mean there is disparity in favor of girls compared to boys' enrollment.

### Table 4.1 GPI of Hetauda Campus

|  |  |  |  |
| --- | --- | --- | --- |
| **Male** | **Female** | **Total** | **GPI** |
| **266** | 785 | 1051 | 2.96 |

**(Source: Hetauda Campus, Admin Section, 2078)**

GPI according to the level of education is presented in Table 4.2

### Table 4.2 GPI in different level of education

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Level** | **Male** | **Female** | **Total** | **GPI** |
| **Bachelor** | 231 | 711 | 942 | 3.07 |
| **Master** | 35 | 74 | 109 | 2.21 |
| **Total** | 266 | 785 | 1051 | 3.95 |

Table 4.2 and figure 4.1 shows GPI in different level of study in the campus. Bachelor level of study has GPI of 3.07 and master level of study has 2.21 resulting bachelor level GPI is greater than master level.

### Table 4.3 GPI in different faculties

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Faculty** | **Male** | **Female** | **Total** | **GPI** |
| **Education** | 128 | 507 | 635 | 3.96 |
| **Management** | 113 | 240 | 353 | 2.12 |
| **Humanities** | 25 | 38 | 63 | 1.52 |
| **Total** | 266 | 785 | 1051 | 2.95 |

**(Source: Hetauda Campus, Admin Section, 2078)**

Table 4.3 shows GPI in different faculties of study in the campus. The faculty of education has 3.96 GPI, Management has 2.12 and Humanities has 1.52.

# SECTION 5

# GRADUATES

This section presents graduates of the campus according to the level of faculty and program. However, there are some difficulties in obtaining the actual number of graduates. The number of students who obtain transcript in the particular year is taken as the basis for calculating the graduates.

### Table 5.1 Information on pass percentage in the year 2077/78 BS

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Program** | **Year/Semester** | | | | **Total Exam appeared** | **No. of pass students** | **%** |
| **I** | **II** | **III** | **IV** |
| **B.Ed.** | 148 | 103 | 80 | 84 | 415 | 91 | 21.93 |
| **BA** | 0 | 0 | 0 | 0 | 0 | 0 |  |
| **BBS** | 63 | 0 | 0 | 0 | 63 | 5 | 7.93 |
| **M.Ed** | 67 | 59 | 46 | 172 | 37 | 21.5 |  |

(Source: Hetauda Campus, Exam Section, 2079)

Table 5.1 shows the pass percentage in the year 2077/78 BS according to the year or semester. This table shows that highest (415) number of students appeared the exam in education faculty whereas least number of pass percentage exist in faculty of Humanities. Master level of education is running as semester system where rate of pass percentage is satisfactory.

### Figure 5.1: Information on pass percentage in the year 2077/78 BS

600

500

400

300

200

Exam appeared

Pass students Share

100

0

B.Ed.

BA

BBS

MA

M.Ed.

(Source: Hetauda Campus, Exam Section, 2079)

### Table 5.2: Program wise graduates from the campus in the last three years

**Bachelor Level**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Program | **BS 2076** | | | | **BS 2077** | | | | **BS 2078** | | | |
| Total | Female | EDJ | Dalit | Total | Female | EDJ | Dalit | Total | Female | EDJ | Dalit |
| B.Ed. | 46 | 41 | 19 | 2 | 35 | 29 | 15 | 2 | 21 | 19 | 9 | 1 |
| BBS |  |  |  |  |  |  |  |  |  |  |  |  |
| BA |  |  |  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |  |  |

### Master Level

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Program | **BS 2076** | | | | **BS 2077** | | | | **BS 2078** | | | |
| Total | Female | EDJ | Dalit | Total | Female | EDJ | Dalit | Total | Female | EDJ | Dalit |
| MEd | 40 | 36 | 7 | 0 | 33 | 24 | 5 | 0 | 33 | 24 | 5 | 2 |
| Total |  |  |  |  |  |  |  |  |  |  |  |  |

(Source: Hetauda Campus, Admin Section, 2079)

Table 5.2 shows the graduates from the campus in the last three years in bachelor and master level. It shows that the graduates from education faculty are higher as compared to other faculty.

# SECTION 6

# FINANCIAL AND PHYSICAL ASPECTS OF THE CAMPUS

Financial planning and budgeting is an essential part of strategic planning process. Based on the area of priorities, the campus prepares the necessary resources and allocates the fund. By considering the limited resources available in the campus, internal quality assurance committee prepares budget with the collaboration of campus chief and senior accountant annually. The budget must focus on the 2 year action plan of the campus from the following sources:

1. Internal source
2. Community source
3. Grants received from UGC

### Table 6.1: Unit cost of education (FY: 2078/079 )

|  |  |  |
| --- | --- | --- |
| Total Amount of Budget (Rs.) | Development  Budget (Rs.) | Expenditure Budget (Rs.) |
| **63576681.33** | **13450000** | **50126681.33** |

Unit Cost = Rs.

Unit cost calculated excluding salary component: Rs.

### Table 6.1 Income expenditure of the institution for last three years

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.N.** | **Fiscal Year** | **Total Income** | **Total Expenditure** | **Surplus** |
| 1 | 2075/076 | 1875214.23 | 11898374.95 | 6776839.28 |
| 3 | 2076/077 | 24081968.13 | 30124686.25 | (6042718.12) |
| 3 | 2077/078 | 27933473.49 | 28750823.52 | (817350.25) |

**Table 6.2 Percentage Distribution of Income and Expenditure for the last two years**

|  |  |  |  |
| --- | --- | --- | --- |
| Fiscal Year 2077/078 | | Fiscal Year 2078/079 | |
| **Income** | | **Income** | |
| Particulars | Amount | Particulars | Amount |
| Students Fee | 21741795 | Students Fee | 39724341 |
| UGC Support | 3831703.97 | UGC Support | 1735000 |
| Miscellaneous Income | 806662.17 | Municipality Support | 2577603 |
| Total | 1553312.35 | Community Support | 360282.72 |
| 27933473.49 | | Miscellaneous Income | 738508.64 |
|  | | Total | 4135735.36 |
| **Expenditure** | | **Expenditure** | |
| Particulars | Amount | Particulars | Amount |
| Administrative  Expenses | 28750823.52 | Administrative Expenses | 40775392.21 |
| Capital Expenses | 8061650.79 | Capital Expenses | 1646832.45 |
| Total | 36812474.31 | Total | 42422224.66 |
|  |  |  |  |

(Source: Hetauda Campus, Administration Section, 2077)

**Infrastructure Development**

Hetauda Campus does not occupy adequate land for the number of students and the future targeted programs. However, the available infrastructure has been managing sufficient for the available number of students in the campus. The following table shows the infrastructure development of the campus.

**Table 6.3: Infrastructure Development of the Campus**

a) Buildings and Rooms

The campus occupies about 0-11-71/4 bigha of land (of both types), and has four-storeyed two buildings, a library building, a students’ union block, a canteen and two toilet blocks. Brief account of physical infrastructure has been shown in the following table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.N | Type of Building | Storey | Application | Remarks |
| 1. | Block 'A' | 1 st | Account, Administration, Exam and Canteen |  |
| 2nd | Office of Campus Chief, Assistant Campus Chiefs and chairperson of Management Committee. |  |
| 3rd | Staff Room, Department, RMC, SAT Room, IQAC |  |
|  |  |  |
|  |  |  |
|  |  |  |
| 1. | Block B | Storey | Rooms No | Application |
|  |  | 1st | 1 | Office of FSU |
| 3. |  | 1st | 2 A | First Aid Unit |
| 4. |  | 1st | 2 B | Office of Exam Section |
| 5. |  | 1st | 3-9 | Classrooms |
| 6. |  | 1st | 10 | Room for Security and Canteen staff |
| 7. |  | 2nd | 11 | Classroom |
|  |  | 2nd | 12 | Store Unit |
|  |  | 2nd | 13 | Classrooms |
|  |  | 2nd | 14-18 | Classrooms |
|  |  | 2nd | 19 | Library Hall |
|  |  | 3rd | 20 | Computer lab |
|  |  | 3rd | 21-24 | Classroom |
|  |  | 3rd | 25 | Guest Room |
|  |  | 3rd | 26-28 | Classrooms |
|  |  | 4th | 29 | Classroom |
|  |  | 4th | 30-31 | Classrooms |
|  |  | 4th | 32 | Seminar Hall |
|  |  | 4th | 33 | Conference Hall |

Total Number of Toilet in the college includes 22. A separate toilet constructed on the ground floor consists of separations for girls, boys and disabled students. Similarly 2nd and 3rd floor consists of separate toilets for girls, boys and staffs.

On south side a parking for bikes and bicycles has been constructed

**b) Furniture and Accessories**

Furniture and other accessories of the campus have been presented in the following table:

| SN. | Particulars | Number | SN | Particulars | Number |
| --- | --- | --- | --- | --- | --- |
| 1 | Desks and Benches | 470 | 22 | Water- motor | 3 |
| 2 | Tea- table | 5 | 23 | Display boards | 1 set |
| 3 | Combined desks-bench | 35 | 24 | Notice boards | 3 |
| 4 | Teacher's tables | 3 | 25 | First Aid Box | 1 |
| 5 | Office tables | 17 | 26 | Buckets | 10 |
| 6 | Racks (steel) | 14 | 27 | Glasses | 5 |
| 7 | Chairs(wooden) | 4 | 28 | Gas stove | 1 |
| 8 | Chair (Steel) | 16 | 29 | Gas cylinder | 1 |
| 9 | Plastic chairs | 37 | 30 | Gas light | 1 |
| 10 | White boards | 24 | 31 | Printer | 5 |
| 11 | Steel cupboards | 14 | 32 | Computer table | 10 |
| 12 | Fans | 103 | 33 | Plastic table | 2 |
| 13 | Computers | 21 | 34 | Cupboard wooden | 3 |
| 14 | Telephone | 5 | 35 | Multimedia Projectors | 6 |
| 15 | Racks (wooden) | 4 | 36 | Box Bed | 5 |
| 16 | Sofa set | 6 | 37 | Vacuum Cleaner | 1 |
| 17 | Computer Table | 11 | 38 | Books | 8374 |
| 18 | Revolving Chair | 24 | 39 | Office Table | 13 |
| 19 | Solar set | 1 | 40 | E- Attendance Machine | 1 |
| 20 | TT Board | 1 | 41 | Copier | 3 |
| 21 | Water- Purifier | 2 | 42 | Inverter | 1 |

c) Drinking Water

Drinking water management system has been renovated through installation of Aro filtration system. This has guaranteed the supply of pure and safe drinking water.

d) Sports Facilities:

The campus has a small ground in front of the campus building. The playground consists of volleyball, basketball and Badminton Court and Table tennis. The college has made a contract with office of Hetauda Sub-metropolitan and District Sports Office to use playground for football and cricket and covered hall for indoor games.

e) Library:

The campus consists of separate library room that consists of textbooks and reference books. Philosophical, cultural, religious and political books are also available. The national and international journals in printed and original forms are kept for study purpose. The library provides the space to read the national and international dailies and weekly for the students, faculties and public. There are ***8374*** books in the library altogether. Students can borrow 4 course/ reference books for 30 days. The library time starts from 6:00 AM and ends in 6:00 PM the library committee is working to run e-library section with easy and open access to national and international journal and books. The library hall has reading sections with space for 10 students at once. High internet speed service has been managed into the e-library. It provides the space for 6 students at once with printing facilities.

f) Laboratories

The college has a computer lab. The computer lab has got computers in function with furnished structure. The computer lab provides the service to the students as their requirements.

# SECTION 7

# TEACHING AND NON TEACHING STAFFS DETAIL

This section provides information about the number of teachers in different faculty. Hetauda Ccampus places a high priority on creating an environment that enables teaching and non-teaching staff to perform their best job. The campus appreciates the contributions of all its faculty members in making the campus a top public higher educational institution. The faculty members are driven by cross-disciplinary collaboration and form a community on campus that produces ideas to enrich human life. They do their best innovative work as they also prepare the next generation of scholars. The faculty members are categorized in the order of faculties, departments and positions of the faculty members.

### Table 7.1: Distribution of teaching staffs according to academic degree

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Faculty** | **Ph.D.** | **M.Phil.** | **Masters** | **Total** | **Share (%)** |
| **Humanities & Social Sciences** |  |  | 7 | 7 | 21.87% |
| **Management** |  |  | 5 | 5 | 14.28% |
| **Education** | 2 | 1 | 17 | 20 | 62.5% |
| **Total Share (%)** | 6.25 | 3.12 | 90.62 | 32 | 100.0 |

(Source: Hetauda Campus, Administration Section, 2077)

* 1. Shows the number of teachers on the basis of faculty and as well as their academic degree. Out of the total teachers of 32, majority belongs to the faculty of education i.e. 62.5% and the lowest is of humanities and social sciences i.e. 14.28%. Majority of the teachers are master's degree in qualification comprising of 32 (90.62 %). Only 2 (6.25 %) and 1 (3.12 %) comprises of Ph.D. and M. Phil. scholars in education faculty.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Faculty/Institute** | **Prof.** | **Assoc. Prof.** | **Lecturer** | **Asst. Lecturer** | **Total** |
| **Humanities and**  **Social Sciences** |  |  |  | 7 | 7 |
| **Management** |  |  |  | 5 | 5 |
| **Education** |  |  | 5 | 15 | 20 |
| **Share (%)** |  |  | 15.65 | 84.37 | 32 |

### Distribution of teaching staffs according to Position

Table 7.2 presents the number of different level of teaching staffs in the campus in different faculty. The number of assistant lecturer is the highest comprising of 27(84.37 %). the lowest number of teachers holds lecturer comprising of 5 (15.15%).

**Figure 7.2: Distribution of Faculties according to position**

The non-teaching staff accomplishes the administrative responsibilities and is dedicated to student support teaching learning, research and public service. They come from different academic and cultural backgrounds. Together, they work with the faculty of the campus and make all the work of the campus a possibility.

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| 1 | 8f= b]jrGb| dfgGw/ | PHD | pk k|fWofks |
| 2 | b]jL/fd nfdf | M.Ed. | pk k|fWofks |
| 3 | /fdaxfb'/ e08f/L | M.Ed.,M.A. | pk k|fWofks |
| 4 | lzj/fh k/fh'nL | M.Ed.,M.A. | pk k|fWofks |
| 5 | ;+ho a:g]t | M.A. | pk k|fWofks |
| 6 | ljBf bfxfn | M.Ed. | ;xfos k|fWofks |
| 7 | dgf]h kf]v/]n | M.Ed. | ;xfos k|fWofks |
| 8 | jfns[i0f zdf{ l3ld/] | M.Ed. | ;xfos k|fWofks |
| 9 | e'k]Gb| sf]O/fnf | M.Ed. | ;xfos k|fWofks |
| 10 | /fd' s8]n | M.Ed. | ;xfos k|fWofks |
| 11 | lbk]Gb| 9sfn | M.Ed. | lzIf0f ;xfos k"0f{sflng |
| 12 | uf]ljGb kf]v|]]n | M.Ed. | lzIf0f ;xfos k"0f{sflng |
| 13 | lnnfgfy 9'ª\u]n | MBS./M.Ed. | lzIf0f ;xfos k"0f{sflng |
| 14 | d]3/fh kmofn | MBS | lzIf0f ;xfos k"0f{sflng |
| 15 | z'lzn kf}8]n | MBS | lzIf0f ;xfos k"0f{sflng |
| 16 | ljjz yfkf | M.Ed. | lzIf0f ;xfos k"0f{sflng |
| 17 | piff l3ld/] | M.A. | lzIf0f ;xfos k"0f{sflng |
| 18 | k"0f{eb| e'iffn | M.Sc. | pk k|fWofks -cf+lzs\_ |
| 19 | w|'jk|;fb nfld5fg] | M.Ed. | pk k|fWofks -cf+lzs\_ |
| 20 | lbks clwsf/L ul0ft | M.Ed. | pk k|fWofks -cf+lzs\_ |
| 21 | ;'lbk cof{n | M.Ed. | pk k|fWofks -cf+lzs\_ |
| 22 | ;'hg ;'j]bL | M.A. | pk k|fWofks -cf+lzs\_ |
| 23 | d~h' dfgGw/ | M.A. | pk k|fWofks -cf+lzs\_ |
| 24 | z'lznf rf}nufO{ | M.Ed. | pk k|fWofks -cf+lzs\_ |
| 25 | u0f]z x'dfufO{ | M.Ed. | pk k|fWofks -cf+lzs\_ |
| 26 | 8f ljho g]kfn | Phd | pk k|fWofks -cf+lzs\_ |
| 27 | j]b/fh sf]O/fnf | M.Phil | pk k|fWofks -cf+lzs\_ |
| 28 | /flhj nfdf | M.Ed. | pk k|fWofks -cf+lzs\_ |
| 29 | x/Lx/ vltj8f | MBS | pk k|fWofks -cf+lzs\_ |
| 30 | gf/fo0f /]UdL | MBS | pk k|fWofks -cf+lzs\_ |
| 31 | ;/f]h nfld5fg] | M.Ed. | pk k|fWofks -cf+lzs\_ |
| 32 | gflgd}of sfsL{ | M.A. | pk k|fWofks -cf+lzs\_ |

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| sd{rf/Lx?sf] ljj/0f | | | | | | |
|  | gfd y/ | z}lIfs of]Uotf | kb | :yfoL lgo'lQm | sfo{If]q | lgo'lQm lsl;d |
| 1 | k|sfz bxfn | M.A.,M.Ed | sfd' ;xfos k|zf;s | )&#÷!!÷)! | k':tsfno | :yfoL |
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| 3 | k|ldtf zdf{ | BBS | sfd' jl/i7 ;xfos | )&)÷)#÷@^ | n]vf | :yfoL |
| 4 | b]j/Tg dfgGw/ | B.Sc. | sfd' jl/i7 ;xfos | )&$÷)&÷!^ | k|zf;g | :yfoL |
| 5 | e/t 9'ª\ufgf | BBS | ;xfos | )&&÷!@÷)! | k/LIff | k"0f{sfnLg s/f/ |
| 6 | lblnk /fhynf | B.Com. | k':tsfno ;= | )&@÷)%÷@% | k':tsfno | s/f/ |
| 7 | afa'/fd uf]n] | ;fwf/0f n]vk9 | sf= ;xof]lu | )&)÷)#÷@^ | sf= ;xof]lu | :yfoL |
| 8 | OGb| uf}td | ( sIff | sf= ;xof]lu | )&)÷)&÷)! | sf= ;xof]lu | :yfoL |
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(Source: Hetauda Campus, Administration Section, 2077)

# SECTION 8

# STUDENT- TEACHER RATIO

Student-Teacher ratio (STR) measures the average number of students per teacher. It is calculated by total number of students divided by total number of teachers. In this section, STR of the campus and STR of the campus of the faculty and institute are presented.

### Table 8.1 Faculty wise student teacher ratios of different faculty/institute

|  |  |  |  |
| --- | --- | --- | --- |
| **Faculties** | **Student**  **No.** | **Teacher**  **No.** | **Ratio** |
| **Humanities and Social Sciences** | 63 | 7 | 1:9 |
| **Management** | 353 | 5 | 1:70 |
| **Education** | 635 | 20 | 1:32 |
| **Total** | 1051 | 32 | 1:33 |

(Source: Hetauda Campus, Administration Section, 2079)

Table 8.1 shows STR of the campus overall and on the basis of faculty. The overall STR of the campus is 1:33 indicating that on average one teacher is allocated to 33 students. The faculty of Humanities and Social Sciences has the highest STR of 1:9 and Management has the lowest with 1:70 only. The STR is also presented in figure 8.2.

900

800

700

600

500

400

300

200

100

0

Students

Teachers STR

Humanities Management Education Total

(Source:

# SECTION 9 RESEARCH AND PUBLICATION

Considering the importance of research in higher education for quality education, the Campus Management Committee (CMC) has formed a five member Research Management Cell (RMC) to promote research activities and publications. Since then, RMC has been conducting research related activities such as workshop on academic writing, call for journal articles and mini research, encourage the faculty members to attend various researches writing webinars during the COVID-19 pandemic and develop the infrastructure for research. Hetauda Campus engages its faculty members and students in research activities. The faculty members and students (here students who involve in research activities through project works and thesis writing) in the campus are advancing the frontiers of management, education, humanities and social sciences. Both young faculty members and students (Bachelor's and Master's Level) at the campus are encouraged to take advantage of a wide range of research opportunities. Each department at the campus provides support to students engaged in Master's Level research and provide orientations on how to conduct research and write reports. The students have the opportunity to work alongside experienced faculty members in a variety of settings. Together, they work to find solutions to society's most pressing problems. The research committee has a separate well- furnished office. It possesses an office at the corner of third floor on the administrative section building with internet and common a printer (multi- functional). This committee was established as a centre to serve the faculty members and students to enhance their academic and research capabilities and to provide resources for conducting research activities. In addition, the committee coordinates, supervises and evaluates research activities of the faculty members and students. The committee also publishes "A PEER REVIEWED JOURNAL ON SOCIAL SCIENCE” which is a multi-disciplinary research journal regularly and incorporates the research papers produced through research projects conducted by research grantees. The current research committee comprises the following members:

* + 1. Coordinator – Mr. Ramu Kandel (M.Phil. Scholar)
    2. Member - Mr. Govinda Pokherel (P.hD scholar)
    3. Member - Mr. Bal Krishna Sharma Ghimire (M.Phil. Scholar)
    4. Member - Mr. Monoj Pokherel
    5. Member – Niranjan Sigdel

Recently, Research Committee of Hedauda Campus has formed the policy to provide grants for mini research grants worth of Rs.20000 to faculties. Similarly, it has developed the policy of rewarding the best thesis prepared by the students of M. Ed. 4th semester of the campus. All these activities enhance research activities within the campus.

# SECTION 10 SCHOLARSHIP

Hetauda Campus provides scholarships to the needy students who come from different backgrounds. Each year, scholarship distribution and selection subcommittee notifies to all its students regarding the application deadlines for the scholarships. Around 20% students out of the total students get fee waiver and scholarship each year, which is awarded on the basis of their talent, economic status, geographic distance, physical status, marginalized community, etc.

### Sources of scholarship:

1. Late Shree Chandra Sharma Scholarship Scheme Fixed Deposit Fund ( is planned and approved by the campus management committee)
2. Campus Source

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **B.Ed. 3rd year** | | | | |
| qm ; | /f]n g+ | gfd | ljifo | dlxgf |
| 1 | 77 | Sima Rai | Arts | 4 |
| 2 | 98 | Junu Jimba | Arts | 4 |
| 3 | 22 | Sumina Rasaili | Edu | 5 |
| 4 | 27 | Sandhya Bhattrai | Edu | 3 |
| 5 | 30 | Gokul Bahadur Muktan | Edu | 3 |
| 6 | 34 | Arbind Kumar Yadav | Edu | 5 |
| 7 | 45 | Sabina Rai | Edu | 4 |
| 8 | 53 | Sunita Biswokarma | Edu | 3 |
| 9 | 54 | Sabita B.K | EDU | 5 |
| 10 | 60 | Swastika Dhakal | EDU | 4 |
| 11 | 81 | Sarita Acharya | Edu | 4 |
| 12 | 84 | Jayanti Shrestha | Edu | 4 |
| 13 | 92 | Niruta Chaulagain | Edu | 5 |
| 14 | 107 | Nanu Rai | Edu | 5 |
| 15 | 119 | Roshani Bhujel | Edu | 5 |
| 16 | 131 | Sandip Thapa Magar | Edu | 4 |
| 17 | 132 | Dinesh Darlami | Edu | 4 |
| 18 | 146 | Anjila Tamang | Edu | 3 |
| 19 | 1 | Manmaya Bal | Mgt | 4 |
| 20 | 5 | Ramila Gole | Mgt | 3 |
| 21 | 9 | Somraj Bhomjan | Mgt | 3 |
| 22 | 10 | Sadikshya Acharya | Mgt | 4 |
| 23 | 11 | Nikita Adhikhari | Mgt | 3 |
| 24 | 43 | Amrita Gupta | MGt | 3 |
| 25 | 46 | Neha Kumari Shah | MGt | 3 |
| 26 | 53 | Srijana Biswokarma | MGT | 5 |
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| qm ; | /f]n g+ | gfd | ljifo | /sd |
| 1 | 17 | Mala Khadka | Epm | 4500 |
| 2 | 43 | Jamuna Thapa | English | 3000 |
| 3 | 44 | Ganga Thapa | HP | 3000 |
| 4 | 47 | Shristi Kathayet | Epm | 3000 |
| 5 | 50 | Goma Devi Karki | Epm | 3000 |
| 6 | 56 | Nirmal Ghalan | Nepali | 4000 |
| 7 | 63 | Sarswoti Yonjan | Nepali | 4000 |
| 8 | 82 | Bimal Khatri | epm | 4000 |
| 9 | 14 | Karina Mahat | English | 4000 |
| 10 | 57 | Rita Paudel | Epm | 3000 |
|  |  |  |  |  |
| :gftsf]Q/ tx k|yd ;]d]i6/ @)&&÷)&\* | | | | |
| qm ; | /f]n g+ | gfd | /sd |
| 1 | 1 | Gyanu Sanjyal | 1500 |
| 2 | 2 | Laxmi Bhomjan | 1500 |
| 3 | 3 | Kundan Dikxit Rai | 1500 |
| 4 | 6 | Anu Rijal | 1500 |
| 5 | 7 | Renuka Acharya | 1500 |
| 6 | 8 | Buddha maya Thokar | 3000 |
| 7 | 11 | Sakuntala Lamichhane | 1500 |
| 8 | 14 | Dil Bahadur Bholan | 1500 |
| 9 | 15 | Manju Rai | 1500 |
| 10 | 16 | Bijaya Adhikhari | 3000 |
| 11 | 17 | Rekha Timalsina | 3000 |
| 12 | 22 | Reshma Ghimire | 1500 |
| 13 | 23 | Parbati Ghimire | 1500 |
| 14 | 24 | Mandira Dahal | 1500 |
| 15 | 25 | Shrijana Lama | 1500 |
| 16 | 26 | Baburaj Muktan | 1500 |
| 17 | 28 | Bishnu Chaudhary | 1500 |
| 18 | 31 | Sujita Adhikhari | 3000 |
| 19 | 32 | Nawa Durga Khatiwoda | 3000 |
| 20 | 35 | Sushila Malla | 3000 |
| 21 | 39 | Januka Timalsina | 1500 |
| 22 | 49 | Sangita Bajyu | 1500 |
| 23 | 52 | Dhan Kumari Lama | 3000 |
| 24 | 55 | Maiya Kumari Pudasaini | 1500 |
| 25 | 27 | Sunita Shrestha | 1500 |
| 26 | 12 | Ganesh k Thapa | 1500 |
|  |  | **B.Ed 4th Year** |  |  |
| qm ; | /f]n g+ | gfd | hDdf dlxgf |  |
| 1 | 7 | **Sachita Humagain** | 2 |  |
| 2 | 9 | **Sabita Adhikari** | 2 |  |
| 3 | 11 | **Subhadra Dhungana** | 2 |  |
| 4 | 20 | **Karuna Thapa** | 2 |  |
| 5 | 32 | **Puspa Adhikari** | 2 |  |
| 6 | 33 | **Samjhana Malubole** | 3 |  |
| 7 | 46 | **Susma Timalsina** | 2 |  |
| 8 | 48 | **Rita Mijhar** | 4 |  |
| 9 | 55 | **Sancha Maya Moktan** | 3 |  |
| 10 | 59 | **Apsara Karki** | 2 |  |
| 11 | 60 | **Rabin Kumar Mandal** | 3 |  |
| 12 | 61 | **Manisha Kumari Chaudhari** | 5 |  |
| 13 | 63 | **Puja Bidri** | 2 |  |
| 14 | 85 | **Indira Lama** | 3 |  |
| 15 | 91 | **Susmita Muktan** | 3 |  |
| 16 | 96 | **Lalit Ghalan** | 4 |  |
| 17 | 97 | **Aayusha Lama** | 3 |  |
| 18 | 103 | **Salina Chaulagain** | 2 |  |
| 19 | 112 | **Shardha Parajuli** | 2 |  |
| 20 | 122 | **Bijeta Bal** | 4 |  |
| 21 | 144 | **Nisha Thapa** | 2 |  |
| 22 | 145 | **Mausami Galan** | 4 |  |

The End

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