

Report Publication Team

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Annual Reports Endorsement by Indreshwor Campus
Management Committee 2079/08/23

Executive Summary

Indreshwor campus which is in Kavrepalanchok of Nepal was established in 2058 with the affiliation to Tribhuvan University. The campus started its programme from Bachelor level in Business Studies (BBS) in its beginning stage. Later it extended its academic programmes to Bachelor in Education (B Ed), Bachelor in Humanities (B.A) and Master Degree in Management (MBS) to provide qualitative higher education especially to poor, deprived and marginalized students of the southern area of Kavrepalanchok District. I realize that to provide the qualitative higher education to the targeted students where there is no access of sufficient educational, infrastructural and other essential facilities is a matter of feeling proud. Annual Report 2078/79 is the financial and educational details of indreshwor campus. the report contains the three years financial reports, Students admitted to the campus, Students pass and graduate list of last three years.

The campus has maintain the all the data and reports of last three year. Audit Observations / Issues and Steps Taken to Mitigate the Issues Raised by Audit Observations in the Last Fiscal Year . Social Progress, Campus's Contribution to Society Plan for Increased Involvement of Society in the Campus. Issues and Challenges of Short Term and Long Term, Mitigation Measures Taken to Address the Issues and Meet the Challenges Plan for Addressing the Issues and Challenge,

I too personally feel proud to be involved in Higher Education Reform Project under University Grant Commission (UGC), Sanathimi, Bhaktapur. I believe that the project will help to achieve the national goals of the country, and even help to maintain sustainable development of the campus in future.

We look forward to get constructive suggestion from the readers in the time to come.

39	Extra classes for the weaks		1,00,000	#
40	Orientation classes for the new atudents and knowledge about various websites for study		10000	#
41	Almuni and parents' associationprogrammes		15,000	#
42	Updates of accounting software & computer lab .		17,00000	#
43	Research writing and project work trainings to the HODs		1300,000	#
44	Conduction of meeting seminars, workshop and other workshops		50,000	#
45	CC camera Installation (at least five)		1,00,000	#
46	Further study for at least one teachin/non-teaching staffs		2,00,000	#
47	Conduction of research/workshop by administration/teaching staffs/non-teaching staffs		50,000	#
48	Maintenance		15,00,000	#
49	Expansion of library & e-library		16,00,000	#
50	Management and construction of drinking water supply		1,00,000	#
51	Solar panel installation		1,00,000	#
52	Construction of separate canteen		5,00,000	#
53	Expansion of the existing building for new academic programmes		20,00,000	#
54	Literacy programmes and health camp		1,00,000	#
55	Savings		50,000	#
56	Miscellaneous		1,00,000	#
Total		1,28,43,180	1,65,68,180	#

Table of Contents

S.N.	Content	Page No.
1	1. Background	1
2	1.1 Our Aims and Objectives	2
3	1.2 Our Special Features	2
4	2. Academic Progress	3
5	2.1 Students' Enrollment of the Last Three Years	3-4
6	2.2 Students' Pass Rate of the Last Three Years	4-6
7	2.3 Graduated Students' of the Last Three Years	6
8	2.4 Programmes	7
9	2.5 Educational Pedagogy	7
10	3. Physical progress	7
11	3.1 Infrastructural Development	7-8
12	3.2 Educational Aids	8-
13	3.2.1 Library	8
14	3.2.2 Furniture and Accessories	8
15	4 Financial Progress	9
16	4.1 Analysis of Financial Resources (Last Three Years)	9
17	4.1.1 Self-Generated Resources/Income	9
18	4.1.2 Grants from Government Sources and Others	9
19	4.2 Expenditure Analysis of the Last Three Years	10
20	4.2.1 Recurrent Expenses Salary and allowance	10-12
21	4.2.2 Capital Expenditures	12
23	4.3 Audit Observation of the Last Year	13
24	3.4 Social Programs	14
25	3.4.1 Campus' Involvement in Social Activities	14
26	3.4.2 Society's Contributions for Campus	14
27	3.4.3 Plan for Campus' Contribution	14
28	3.4.4 Plan for Increased Involvement of Society in the Campus	14
29	3.5 Issues and Challenges	15
30	3.5.1 Short Term	15
31	3.5.2 Long Term	15
32	3.5.3 Mitigating Measures Taken to Address the Issues and Meet the Challenges	15
33	3.5.4 Plan for Addressing the Issues and Challenges	16

3.5.5 Projected Annual Work Plan and Budget of the Three Fiscal Years following the Current Fiscal Year

**Estimated Annual Budget – 2080/081
Indreshwor Campus**

S.N	Particular	Income	Expenditure	Remarks
1	Admission fee	5,01,200		#
2	Monthly fee	58,09,800		#
3	Examination Form	8,22,800		#
4	T.U charge	81,675		#
5	Miscellaneous	1099,825		#
6	Internal examination	72,600		#
7	UGC regular grants	7,40,000		#
8	Other grants from UGC/Others	74,40,280		#
9	Salary		37,21,960	#
10	Scholarships		2,00,000	#
11	Stationery for office mang.		1,00,000	#
12	Stationery items for needy		50,000	#
13	Books and furniture		1,00,000	#
14	Documentation, filing, recording, advertising academic works		20,000	#
15	T.U examination form charge		6,09,400	#
16	Registration form		50,820	#
17	TU service charges		1,21,000	#
18	Evaluation system (Exams, Tests, exam papers, questions)		1,00,000	#
19	Teaching practice (Internal and External)		75,000	#
20	Monitoring and Supervision		50,000	#
21	Visiting programmes to different campus/universities		1,00,000	#
22	Study/Visiting for finding the source of income		20,000	#
23	Educational tours for the students		1,00,000	#
28	Academic calendar		50,000	#
29	Increment of permanent teaching and non-teaching staffs		10,00,000	#
31	Teaching learning activities trainings and workshops		25,000	#
32	Public relation programmes		50,000	#
33	Conduction of Campus Day/ Well wishingprogramme before various occasions/ welcome programmes		1,00,000	#
34	Conduction of various co-curricular activities as mentioned in the academic calendar (essay, poem, quiz, speech, debate, etc. competition)		50,000	#
35	Conduction of various extra-curricular activities (football, volleyball, chess, badminton and other competition)		50,000	#
36	Selection of head of depts., coordinators with extra benefits		2,00,000	#
37	Publication of journal/smarika		1,00,000	#
38	SWOT survey		50,000	#

3.5.4 Plan for Addressing the Issues and Challenges

- Run our academic programmes and other activities as per the five yearly strategic plan.
- Strengthening the socio-political relationship
- Increase the campus' area
- Skill and intelligent staffs with handsome salary and other benefits
- Search of regular sources of fund from various NGOs and INGOS.
- Planning to increase vocational educational programmes
- Develop efficient and able students providing various scholarships and opportunities
- Establish Indreshwor Campus as the leading academic institution in the nation.

1. Background

Education is probably one of the core elements that contribute to the holistic development of a person. It is defined as the process of developing a person's knowledge, skill and character by going through a learning process drafted by an educator. Education in its broadest sense is any act or experience that has a formative effect on the mind, character or physical ability of an individual and in its technical sense, education is the process by which society deliberately transmits its accumulated knowledge, values and skills from one generation to another through institutions.

The only institution which has a glorious history of transmitting accumulated knowledge, values and skills is Indreshwor Campus which is standing in the heart of the historically, culturally and naturally beautiful place, Panauti. It is in Kavrepalanchok district and Bagmati zone of Nepal.

It is a non-profitable social organization which aims in embracing all the Nepali citizens under the roof of education cum knowledge. Its main goals is to educate the deprived and economically poor students who can/may become one of the leading personnel of the society/nation. It is a public institution so everyone in the society takes keen interest about the academic performance of this institution. Till now it is satisfying the needs of the students, parents, social members and other stakeholders. It is the organization running through various supports of Local Governmental Body, Tribhuvan University and other various NGOs and INGOS. It is even affiliated under TU.

Indreshwor Campus was formally established in 2058 B.S. The first academic programme it ran was Bachelor of Business Studies, and then Bachelor in Education. After then Bachelor in Arts. At present it is running Master in Business Studies also. These all academic programmes prove that how much this institution is concerned towards the needs of the students, society and the nation. The sole aim for running all these programmes is to meet the national goals of education. And till present it is considered as the institution with clear objectives and clean image. To

fulfill the changing needs, this glorious institution is planning for further programmes to be launched in the near future.

1.1 Our Aims and Objectives

The main aim of this institution is to provide standard formal education to the students that would enable them to compete in this competitive world to attain the goals they have targeted. Beyond this it has the following objectives:

- To educate and uplift the living standard of the deprived and economically background groups.
- To help in uplifting the inborn innate talents of the students
- To provide quality education in affordable and reasonable price
- To help in instilling the moral characters and civics sense
- To help them learn and respect the value of truth, beauty and goodness
- To prepare globally competent human resources who are creative, co-operative, hardworking and industrious
- To equip them with the latest knowledge and technology
- To let them enjoy university education

1.2 Our Special Features

- Historical public academic institution
- Able to develop efficient, effective and competent manpower for the country
- Quality education in reasonable and affordable price
- Classes from highly qualified and experienced lecturers
- Learner centred teaching and learning activities
- Various tests and pre-board examinations
- Conduction of various co-curricular and extra-curricular activities
- Special scholarship quotas for genuine, needy, dalit , marginalized and others
- Proper guidance and counseling for further studies
- Frequent use of multimedia and others
- Library facility
- Interaction programmes between lecturers, students, administration and management committee
- Visiting, tours and excursions

3.5.1 Short Term

- Provision of knowledge to the latest science and technology
- Use of modern student-centred teaching-learning methodologies
- Insufficient working permanent teaching and non-teaching staffs
- Lack of stable staffs
- Punctuality
- Involvement of the students in examination
- Regularity of the students
- Weak social relationship
- Traditional library
- Lack of computer lab
- Lack of reasonable salary and other benefits

3.5.2 Long Term

- Political interference
- Lack of visionary leaders
- Insufficient area
- Difficulty in maintaining quality education due to lack of fund, qualified and skilled professors and others.
- Difficulty in incorporating multi-dimensional programmes as per the necessity of the students and the nation.

3.5.3 Mitigating Measures Taken to Address the Issues and Meet the Challenges

- We have become the member of HERP programmes intending to improve the academic, physical, economical and other aspects. We have developed five year strategic plan which aims on improve the overall performance of the campus.
- Use of OHP and Internet facilities for teaching learning activities.
- Planning to increase the number of permanent teaching and non-teaching staffs.
- There is reasonable increment in salary.
- Use of digital attendance system (finger print)
- Regular tests and examination system
- Regular attendance of the students
- Conduction of various programmes and meetings to improve social relationship
- Balance relationship with all the political parties

Our respected auditor of B.P Singh & Associates Chartered Accountants Chabahil, Kathmandu has raised some vital issues of our campus which has really been the points to be considered.

We really feel that we were unable to keep detail records of the overall activities whether it was financial or academic. We realized that it was most to be done for reflective transaction, so from this year we have tried to keep detail record of each transaction we perform.

3.4 Social Programs

3.4.1 Campus' Involvement in Social Activities

This Indreshwor Campus is a public organization, so it must have good relationship with various organizations. It actively takes part in various activities whether it is academic or financial, ECA or CCA, felicitation or condolence. It truly supports every activity performed in the society and tries to get benefit with the complements given by them.

3.4.2 Society's Contributions for Campus

This campus is also a part of a society. Every good or bad activity performed in the society has directly or indirectly affected the overall activities of the campus. Various stakeholders take deep interest in the overall activities of the campus. Even the land where the campus has been set up registered in the name of Indreshwor Campus because of the efforts of the social members. We are getting various financial, technical and academic supports from the people.

3.4.3 Plan for Campus' Contribution

As usual Indreshwor Campus is planning to include all the Citizens to attain Higher Education. It is running various faculty wise programs to meet the need and demand of the students and the nation. It aims to increase its academic programme with various scholarship schemes for deprived, underprivileged and disadvantaged groups. Beside these, it is planning to organize blood donation program, health camps and various other awareness programmes.

3.4.4 Plan for Increased Involvement of Society in the Campus

In absence of society, every institution would be like a village without any villagers. This Indreshwor Campus is also an integral part of the society. It always aim of involving the various stakeholders of the society. It tries to include them in the management committee, decision making programmes, and various internal and external affairs of the campus.

3.5 Issues and Challenges

2. Academic Progress

2.1 Students' Enrollment of the Last Three Years

Students' Enrollment in 2076/77-2019

Program	Year	No. of Stud	Male	Female	EDJ	Dalit		
BBS	First	52	13	39	21	4		
	Second	17	8	9	6			
	Third	53	20	33	10	3		
	Fourth	37	8	32	3	1		
Total		159	49	113	40	8	159	
B.Ed	First	39	6	33	20	2		
	Second	17	2	15	9			
	Third	9	1	8	6			
	Fourth	9	03	06	02	1		
Total		74	12	62	17	3	74	
BA	First							
	Second	21	11	10	2	1		
	Third	7	5	2	3			
Total		28	16	12	5		28	
MBS	First	24	10	14				
	Second	11	7	4				
	Third	6		6				
Total		41	17	24			41	

Students' Enrollment in 2077/78-2020

Program	Year	No. of Stud	Male	Female	EDS		
BBS	First	84	21	63	36		
	Second	40	11	29	19		
	Third	8	4	4	4		
	Fourth	18	6	12	12		
Total		150	42	108	71	150	
B.Ed	First	35	10	25	19		
	Second	30	5	25	16		
	Third	7	3	4	4		
	Fourth	6	2	4	2		
Total		78	20	58	41	78	
BA	First	34	13	21	16		
	Second						
	Third	15	6	9	2		
Total		49				49	
MBS	First	13	8	5	8		

Semester	Second	22	7	15	7		
	Third	7	4	3	4		
	Fourth	6		6			
Total		48	19	29	19	48	

Students' Enrollment in 2078/79-2021

Programme	Year	No. of Stud	Male	Female	EDS	Dalit	
BBS	First	61	31	30	5		
	Second	65	23	42	10	3	
	Third	29	8	21	5	3	
	Fourth	7	4	3	4		
Total		162	67	95	13	6	162
B.Ed	First						
	Second	26	6	20	8		
	Third	19		19	8		
	Fourth	7	2	5	4		
Total		52	8	44	16		52
BA	First	33	16	17	8	1	
	Second	20	12	8	7	1	
	Third						
Total		53	28	25	15	2	53
MBS	second semester	10	5	5	2		
	Fourth semester	18	5	13			
Total		28	10	18	2		28

2.2 Students' Pass Rate of the Last Three Years

Level-Wise Passed Students in 2076

Program	Year	Total No. of Students	Total Passed Students	Total No. of Passed Male			
				Male	Female	EDS	
BBS	First	83	20	4	16	4	
	Second	77	23	6	17	5	
	Third	73	11	2	9	3	
	fourth	53	28	4	24	6	
Total		286	82	16	66	18	
B.Ed	First	28	1		1	-	
	Second	12	4		4	-	
	Third	13	5	2	3	1	
	Fourth	3					
Total		56	10	2	8	1	

Book

S.N	Particulars	076/077	077/078	2078/79
1	Books	12,386.00	10,550.0	144177
Total		12,386.00	10,550.0	144177

Total Capital Expenditures

S.N	Particulars	076/077	077/078	2078/79
1	Minor Infrastructures Development	26,386.00		2700000
2	Books	12,386.00	10,550.0	144177
Total		38,772.00	10,550.0	2844177

4.3 Audit Observation of the Last Year

The audit report of the fiscal year 2078/079 was accomplished by B.P Singh & Associates Chartered Accountants Chabahil, Kathmandu. The association had the following conclusion on the academic and financial transactions of Indreshwor Campus:

1. Main Accounting Policies and Comments
 - a. Financial transactions had been managed on the basis of Nepal Accounting principles.
 - b. Income/Expenditure, balance sheet, cash deposit transactions are done appropriately.
 - c. The campus has been seen conducting all the educational activities as per the code of conduct of Tribhuvan University.
 - d. Goods and assets of campus must be maintained in ledger.
 - e. Teacher and employee 1 % social service tax are maintaining.
 - f. There is more expenditure than income so it will be manage in coming year.

Total Other Expenditure

S.N	Particulars	076/077	077/078	2078/79
A	Office Management Expenses	1,71,797.00	1,14,212	610698.35
B	Evaluation (Examination) Expenditure	308665.00	4,48,980	677760
C	Other Expenditures	1,20,988..27	74316.79	613851.05
Total		6,01,450.27	6,76,508.79	1902309.40

4.2.2 Capital Expenditures

Major Infrastructures Development

S.N	Particulars	076/077	077/078	2078/79
1	Construction of Building	-	-	2700000
Total		-	-	270000

Minor Infrastructures Development

S.N	Particulars	076/077	077/078	2078/79
1	Construction, wall, building and Maintains	26,386.00	-	
2	Construction of Toilet		-	
Total		26,386.00	-	

Equipment

S.N	Particulars	076/077	077/078	2078/79
1	Computer lab	-	-	
Total		-	-	

BA	First	23	6	3	3		
	Second	14	3	3			
	Third	9	4	1	3	1	
Total		46	13	7	6	1	46
MBS	1st sem	12	2	2		2-	
	2nd Sem	6	3		3		
	3rd sem	6	4		4	2	
Total		24	9	2	7	2	24

Level-Wise Passed Students in 2077

Program	Year	Total No. of Students	Total Passed Students	Total No. of Passed			
				Male	Female	EDS	
BBS	First	85	20	5	15	4	
	Second	77	23	6	17	5	
	Third	82	28	7	21	3	
	Fourth	39	13	3	8	2	
Total		283	84	21	61	14	
B.Ed	First	28	1		1		
	Second	12	4	1	3	1	
	Third	11	5	1	4	2	
Total		60	10	2	8	1	
BA	First	24	6	3	3		
	Second	14	3	1	2		
	Third	9	6	2	4	1	
Total		47	15				
MBS	First	42	11	5	6	1	
	Second	10	5	2	3		
	Third	8	4	1	3		
	Fourth	6	5		5		
Total		66	25	8	17		

Level-Wise Passed Students in 2078

Program	Year	Total No. of Students	Total Passed Students	Total No. of Passed		
				Male	Female	EDS
BBS	First	36	2			
	Second	8	3	3		2
	Third	20	2	1	1	1
	Fourth	21	7		7	1
Total		159	14			
B.Ed	First	39	0			
	Second	17				
	Third	9				
	Fourth	6	1		1	1
Total		74	1			
BA	First					
	Second	15	2	2		
	Third	5	3	3		2
Total			5			
MBS	First sem	10	5		4	1
	Third Sem	18	5			
Total						
			10			

2.3 Graduated Students' of the Last Three Years

Program	Year	Total Graduated Students	Total No. of Male Graduates	Total No. of Female Graduates	Total No. of Graduated EDG
BBS	2076	7	2	5	6
	2077	12	3	9	3
	2078	8	2	6	3
B.Ed	2076	1		1	
	2077	1		1	
	2078				
BA	2076	1	1		
	2077	4	2	2	2
	2078	2	2		1
MBS	2076	7	2	5	2
	2077	23	11	12	11
	2078	1		1	

B. Evaluation (Examination) Expenditure

S.N	Particulars	076/077	077/078	2078/79
1	Examination and exam. Allowance		57,195	
2	Registration form	4,80,000.0	83,000	1,09,500
3	T.U service charge	2,60,665.00		1,22,350
4	Exam Fee		3,08,785	4,45,910
Total		3,08,665.00	4,48,980	677760

C. Other Expenditures

S.N	Particulars	076/077	077/078	2078/79
1	Auditing	10,000.00	12,000	12000
2	Newspaper & Books for library	0		
3	T-shirt	19800.00	22,500	54,800
4	Tea and others and annual programme	49690.00		1,18,095
5	Others stationery	0		60864
6	Financial aid	0		52,804
7	Bank Interest tax	10703.27	15,911.79	33,598.32
8	Tax on purchase	0		
9	Program and Educational tour	0		2,69,956
9	Others	23795	23,905	11,733.73
11	Renew NPA	7,000		
Total		1,20,988.27	74316.79	613851.05

4.2 Expenditure Analysis of the Last Three Years

4.2.1 Recurrent Expenses Salary and allowance

S.N	Particulars	076/077	077/078	2078/79
1	Salary + Allowance	15,99,697.00	8,95,963.00	6968518
	Total	15,99,697.00	8,95,963.00	6968518

Others

A. Office Management Expenses

S.N	Particulars	076/077	077/078	2078/79
1	Advertisement	18,560.00	3,500	52804.00
2	Water, electricity and communication	21,419.00	11,600	32145
3	Repair and Maintenance	7,870	5,550	11500
4	Rent and wage	43,400.00	22,650	120300
5	Printing brocer and photocopy	53,308.00	11,750	96490
6	Miscellaneous software	0	29,601	
7	Other goods(computer laptop, projector)	0		
8	1% social Tax	0	21,881	80910
9	Stationery	27,240.00	7,680	70970
10	Newspaper	0		
11	Internal and external exam. Allowance			145579.35
	Total	1,71,797.00	1,14,212	610698.35

2.4 Programmes

Indreshwor Campus has been running four major programmes: Bachelor in Business Studies (BBS), Bachelor in Education (B.Ed), Bachelor in Arts (BA), Bachelor in Arts in social Works BSW and Master in Business Studies (MBS).

2.5 Educational Pedagogy

Teaching learning is such an activity where one delivers the knowledge and the other perceives it. It can either inductive or deductive, or can be teacher-centred or learner-centred. Most of the activities of our campus are lecture method, but we even include various student centered activities including project works and others.

3. Physical progress

3.1 Infrastructural Development

Indreshwor Campus has a five storied building with twenty rooms of big and small sizes. There is a campus hall at the top of the building. It has library room, staff room, administrative room, Management Committee room, and even a small canteen attached with the building. We have water, electricity, latrine and security facilities too.

Fixed assets of Indreshwor Campus from the day of its establishment till present (2079/2080)

S.N	Particulars	No. of items
1	Land (Plot No. 136)	0-8-1-1
2	Building (five storeyed)	1
3	Furniture	501
4	Desktop computer	22
5	Laptop	5
6	Projector	5
7	Books	2935
8	Tap	1
9	Electricity facility	1

10	Internet facility	1
11	Canteen	1
12	Racks	21
13	Toilet	2
14	Printer	2
15	Meeting room	1

3.2 Educational Aids

3.2.1 Library

It has a small library from where the students can be benefitted for their studies. The lists of items available in the library are:

S.N	Particulars (Books)	No.B00ks	Remarks
1	Management	2052	Bachelor+Master
2	Education	778	Bachelor only
3	Humanities	105	Bachelor
Total		29 35	
Daily journal		1	

3.2.2 Furniture and Accessories

The list of the furniture and other accessories are as follows:

S.N	Particulars	No.	Remarks
1	Desks	12	
2	Benches	215	
3	Chairs	200	Wooden and plastic
4	Hand chairs	40	
5	Student desk	30	
6	Desktop table	2	
7	Sofa	4	
8	Invertor Batteries	1	

9	Generetor	1	
10	Dace	1	
11	Racks	21	Steel
12	Dustbin	1	
13	Coffee Table	4	
14	lather sofa	10	

4. Financial Progress

4.1 Analysis of Financial Resources (Last Three Years)

4.1.1 Self-Generated Resources/Income

S.N	Particulars	2076/77	2076/77	2078/79	Remarks
1	Students fee and others	17,59,420.0	1485600	3850005	Internal
2	Bank interest	1,01,571.08	126171.37	223122.06	Internal
Total		18,60,991.08	1611771.37	4073127.06	

4.1.2 Grants from Government Sources and Others

S.N	Particulars	076/077	077/078	2078/79	Remarks
1	UGC -Grants Regular -Grants SHEP	8,19,825.00 17,72,800.00	1014825.00 100000	17,54,300	
2	Bagmati Pradesh Samajik bikas mantralaya	-		5,76,000	
3	Panauti Municipality grants	15,00,000.00	0	10,00,000	
Total		40,92,625.00	11,14,825.00	3330300	