

EDUCATION MANAGEMENT INFORMATION SYSTEM

2079/80(2022/23)

A Report



Mahakavi Devkota Campus

EDUCATION MANAGEMENT INFORMATION SYSTEM REPORT 2079/080 (2022/23)

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FOREWORD

It is with great pleasure and enthusiasm that I introduce the Educational Management Information System (EMIS) report published by Mahakavi Devkota Campus, in accordance with the guidelines set forth by the University Grants Commission (UGC) of Nepal. This report is a testament to our collective commitment to enhancing the educational quality of our campus and promoting effective management practices within the institutions.

In an era of rapid technological advancement, it is crucial for educational institutions to harness the power of information systems to streamline their operations, improve decision-making processes, and enhance overall efficiency. The EMIS report serves as a comprehensive guide, shedding light on the vital role that technology plays in educational management, and providing invaluable insights into its implementation and benefits.

The UGC has been instrumental in setting the standards and guidelines for educational institutions in Nepal, ensuring that they align with global best practices while catering to the unique needs and challenges of our country. Fostering a culture of innovation and continuous improvement within the higher education sector, their commitment to promoting best practices and embracing technology as an enabler of change is instrumental in propelling Nepal's educational landscape forward.

Through the development and publication of this EMIS report, Mahakavi Devkota Campus has demonstrated its unwavering dedication to upholding these standards and contributing to the advancement of the education sector. This report highlights the significance of an effective educational management information system. It encompasses various aspects, including data collection, storage, analysis, and reporting, as well as the integration of technology to support decision-making and resource allocation.

The EMIS report is a culmination of the collective efforts, expertise, and experiences of the academic community at the campus. It serves as a valuable resource for management committee and stakeholders who seek to optimize the institutions' operations, enhance accountability, and improve student outcomes. By harnessing the power of information systems, we can bridge the gap between data and decision-making, empowering educational leaders to make informed choices that positively impact the educational ecosystem.

Finally, we would like to take this opportunity to thank all those involved and contributed in collection, compilation and preparation of this report. MDC appreciated valuable feedbacks and suggestions from readers to improve the quality and coverage of the report in the coming years.

Mr. Narayan Prasad Dhakal
Campus Chief
Mahakavi Devkota Campus

Mr. Krishna Prasad Lamichhane
Chairman
Mahakavi Devkota Campus

ACKNOWLEDGEMENT

We express our sincere gratitude to Mr. Narayan Prasad Dhakal, Campus Chief, Mr. Prakash G.C., Assistant Campus Chief, and Mr. Krishna Prasad Lamichhane, CMC Chairman as well as all the CMC Members of Mahakavi Devkota Campus for believing in us and giving the task of preparing this report.

We are particularly thankful to all cells, faculty and staff members, students and guardians who diligently provided the necessary data and information for the EMIS report. Their cooperation and promptness in responding to queries have been instrumental in the timely completion of the report.

We express our appreciation to the management and leadership team for their guidance and support throughout the preparation of the EMIS report. Their vision and commitment to quality education have laid the foundation for our campus's success.

Lastly, we would like to thank everyone who has contributed in any way to the EMIS report but may not be explicitly mentioned here. Your efforts have been instrumental in the compilation of this report, which will serve as a valuable resource for informed decision-making and strategic planning. Your dedication and hard work have been pivotal in achieving this milestone.

EMIS Unit
Mahakavi Devkota Campus

Abbreviations and Acronyms

BA	Bachelor of Arts
BBA	Bachelor of Business Administration
BBS	Bachelor in Business Studies
B. Ed.	Bachelor of Education
CBS	Central Bureau of Statistics
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
IT	Information Technology
MBS	Master of Business Studies
M. Ed.	Master of Education
M. Phil.	Master of Philosophy
MOE	Ministry of Education
MOF	Ministry of Finance
SHE	Second Higher Education Project
STR	Student Teacher Ratio
UGC	University Grants Commission
MDC	Mahakavi Devkota Campus
FOE	Faculty of Education

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EXECUTIVE SUMMARY

This annual EMIS report 2079/080 (2022/23), shows the status of higher education in Mahakavi Devkota Campus (MDC). MDC an academic institution for higher studies comprises of 3 faculties and 6 different program. It has different unit to carry out academic and administrative work. It is offering both Master and Bachelor level program in different faculty. Since the university has adopted the concept of semester system, MDC also had worked accordingly.

The total number of student enrolled were 1493 in the year. Faculty of Management has higher number of student enrollment. Similarly, BBS and B.Ed. program holds majority of students enrolled. Out of the students enrolled, 65% are female students. It shows that women enrollment in the year was overwhelming. In every program, female enrollment is higher. GPI of the campus is 1.87. The GPI of Bachelor is higher compared to the Master's level. On the basis of faculty, Education has higher GPI (4.75) and the lowest is of Humanities (0.25). On the basis of program, B.Ed. has higher GPI.

The total number of graduates for the year was 64. Out of which Bachelor level comprises of higher graduates. Faculty of Management share on total graduates is 35 which is the highest among all the faculty.

Bachelors level occupied 97.05% of the enrolled students in 2079/080 (2022/23). Masters level has just 2.95% enrollment at the campus. In both programs female enrollment is larger than male enrollment

The largest numbers of students have been enrolled from Nawalparasi district. More students have been enrolled from districts like Rupandehi, Gulmi, Palpa, Syangja, Arghakhanchi as well as from the locations sharing borders with India.

SECTION-1

INTRODUCTION

The Mahakavi Devkota Campus undertook 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 Mahakavi Devkota Campus.

Mahakavi Devkota Campus established an Education Management Information System (EMIS) under the second higher education project in 2014 A.D. It aims to provide updated information of the education system in the campus. The main purpose of this volume is to provide adequate, accurate, timely and reliable data to the stakeholders.

This report comprises information about higher education institution (MD Campus), student enrollment, pass graduates, gender parity index (GPI), teaching and non-teaching staffs, academic department and programs, research and publication, physical status of the campus

1.1 Organization of the Report

There are 9 sections in the report; first section provides introduction of the report, second section provides background information of faculty / in the campus. Section three gives faculty-wise and program-wise information on enrollment status. Section four offers data on GPI. Section five provides information on graduates pass from the campus. Section six presents information about physical aspects of the campus. Section seven provides the information on teaching and non-teaching staffs. Section eight provides the information on the research and publication status of the campus. Section nine provides information about various Scholarships provided by the campus. The main texts are followed by annexure in the report. It includes a total of eight annexes.

1.2 Methodology

This report was prepared through the direct or indirect contribution of the faculty and department, different division, administrative section within MD 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 when necessary. Descriptive statistics are used for the analysis of data.

SECTION-2

FACULTY AND DEPARTMENT

Mahakavi Devkota Campus has 3 Faculties. Each offers excellent teaching learning and research environments in a wide-ranging variety of fields. Its academics offer excellence across disciplines and around the country.

Department of Humanities & Social Sciences

The Department of Humanities & Social Sciences at Mahakavi Devkota Campus is a renowned centre of excellence, where students benefit from the multi-disciplinary breadth of teaching in areas such as English, Nepali, Economics, History, Mathematics, Political Science, Rural Development and Population along with more than other modern subjects.

Each of the departments has major research strengths in its own discipline. The departments also play a major role in the campus's growing network of interdisciplinary practices.

Department of Management

The Department of Management at Mahakavi Devkota Campus 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.

Management (also called Commerce) classes started offering a Bachelors degree in commerce began in September 2007. In 2021, the campus started offering Master's degree in Commerce.

Department of Education

The Department of Education at Mahakavi Devkota Campus is the leading institution in producing dynamic and innovative future teachers, and education educators/trainers. Faculty of Education (FOE) is the leading institution in the field of teacher education in the country. Through its different programmes viz. B. Ed 4 year, FOE produces teachers, teacher educators / trainers and all sorts of human resources needed for the educational sector of the country.

Courses Offered

Academic departments at Mahakavi Devkota Campus produce higher degree graduates, leading the way in many fields of study. The students can check with the following courses on offer and download the latest degrees and their syllabus prescribed by the Curriculum Development Centre of Tribhuvan University.

Bachelor's Level (4 Years Annual based)	Bachelor's Level (4 Years Semester based)
Bachelor of Arts (BA)	Bachelor of Business Administration (BBA)
Bachelor in Business Studies (BBS)	Bachelor of Information Communication Technology Education (BICTE)
Bachelor of Education (B.Ed.)	-

Master's Level (2 Years Semester based)
Master of Business Studies (MBS)

SECTION-3

ENROLLMENT IN THE CAMPUS

Much of the student experience at Mahakavi Devkota Campus is defined by its size: the campus is both geographically dispersed and immense in its resources. For incoming students, success while at the campus often depends on identifying personal pathways through their undergraduate experience. Toward that end, the campus must ensure that students have early and ongoing interaction with faculty, as well as structured access to opportunities for engaging in research and professional development. This defining characteristic should be protected and nourished. Finally, the campus will enable students to take a leading role in transforming their own experience through opportunities for fostering friendships, personal and intellectual growth, civility, and community pride. Yearly and Semester system has been adopted for admission in different programs. Most of the students are enrolled in management faculty. Details about student's enrollment are as follows:

Faculty	Male	Female	Total
Management	438	655	1093
Education	66	314	380
Humanities	16	4	20
Total	520	973	1493

Table 1 : Students enrollment in different Faculty

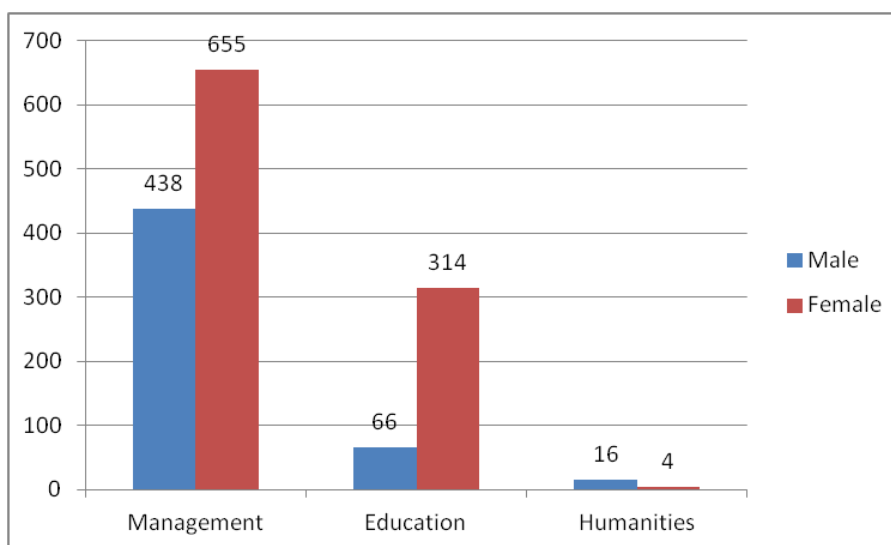


Figure 1: Students enrollment in different Faculty

Table 1 shows that management faculty have more students than other faculty and is followed by Education and Humanities. The compositions of female students are more than that of male students. It signifies the women enrollment is better than male. The composition has been highlighted in Figure 1.

Level	Male	Female	Total
Bachelors	501	948	1449
Masters	19	25	44
Total	520	973	1493

Table 2 : Students enrollment in different level of education

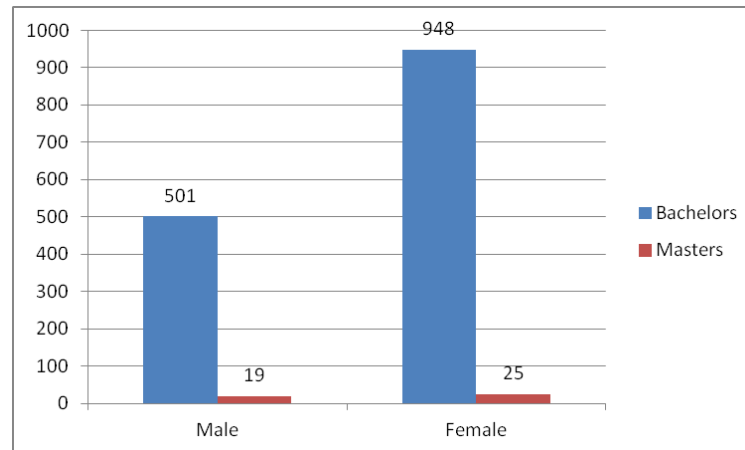


Figure 2 : Students enrollment in different level of education

According to Table 2, number of students is very low in master level of study compared to Bachelor level. Also, female enrollment in both level is higher than male in both level of education.

Program	Male	Female	Total
BA	16	4	20
BBS	380	541	921
B.Ed.	55	299	354
BBA	39	89	128
BICTE	11	15	26

Table 3: Students Enrollment in different Bachelor Level Programs

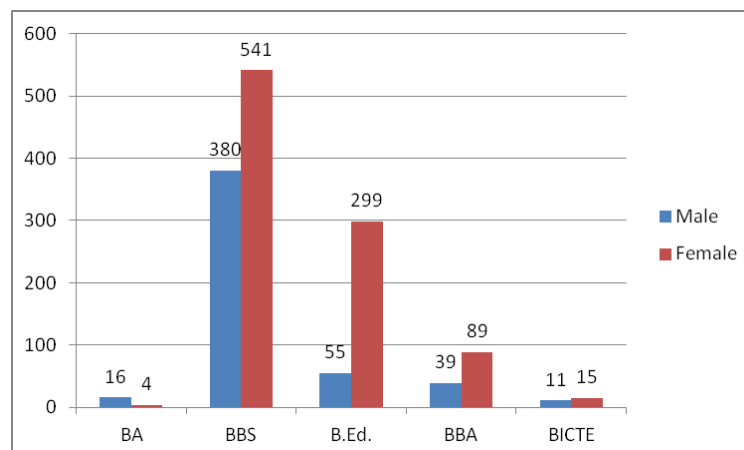


Figure 3 : Students Enrollment in different Bachelor Level Programs

Table 3 shows that BBS level is the major Bachelor program from the students enrollment perspective as this program has a huge number of students enrollment. Number of students in BBA and B.Ed. also has major contribution in enrollment.

Program	Male	Female	Total
MBS	19	25	44

Table 4: Students Enrollment in different Masters Level Programs

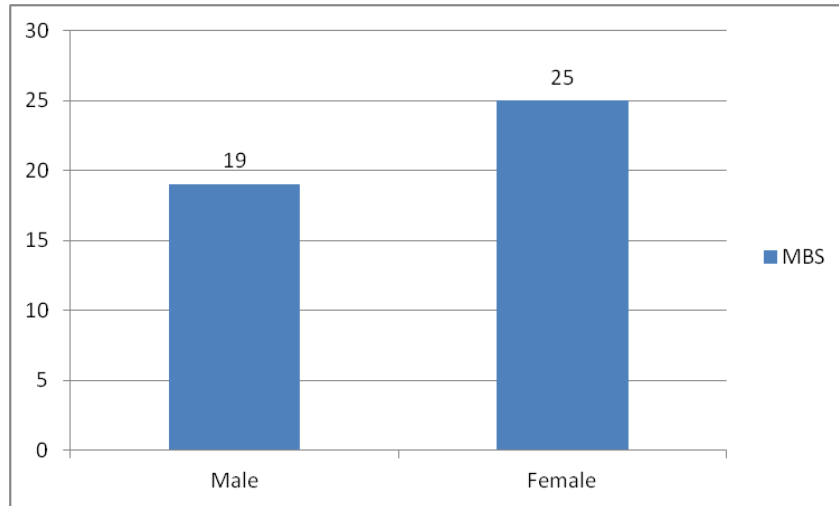


Figure 4: Students Enrollment in different Masters Level Programs

Table 4 & Figure 4 shows that MBS program is the major program from the student enrollment perspective as it is the only Masters Level Program currently running in the Campus.

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 are 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 favour of boys and value larger than 1 means disparity in favour of girls.

In 2079/080 (2022/23), the GPI in Mahakavi Devkota Campus is 1.87, which means there is disparity in favour of Girls compared to Boys enrollment.

Male	Female	Total	GPI
520	973	1493	1.8711

Table 5: GPI of Mahakavi Devkota Campus

GPI according to the level of education is presented in Table 6.

Level	Male	Female	Total	GPI
Bachelor	501	948	1449	1.89
Master	19	25	44	1.31
Total	520	973	1493	-

Table 6: GPI in different level of Education

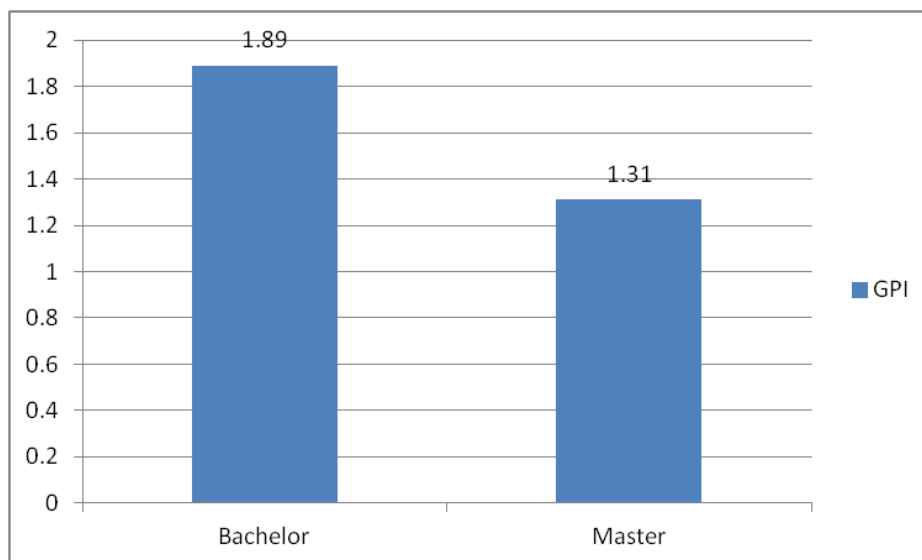


Figure 5: GPI in different level of Education

Table 6 and Figure 5 shows GPI in different level of study in the campus. Bachelor level of study has GPI of 1.89 and master level of study has 1.31. In both level of study GPI is greater than 1 which reflects disparity in favour of girls. However, Bachelor level GPI is greater than master level.

GPI in different faculties

Faculty	Male	Female	GPI
Management	438	655	1.49
Humanities	16	4	0.25
Education	66	314	4.75
Total	520	973	1.87

Table 7: GPI in different faculties

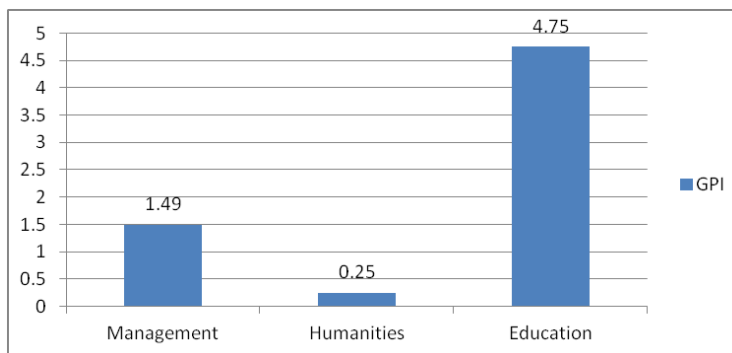


Figure 6: GPI in different faculties

It shows Education faculty has GPI of 4.75 (highest) and Humanities faculty has GPI of 0.25 (lowest). It indicates that the entire faculty has female enrollment higher than male enrollment except of Humanities which is in favour of male.

- GPI in different program of Bachelor Level

Program	Male	Female	Total	GPI
BA	16	4	20	0.25
BBS	380	541	921	1.42
B.Ed.	55	299	354	5.43
BBA	39	89	128	2.28
BICTE	11	15	26	1.36
MBS	19	25	44	1.31

Table 8: GPI in different program of Bachelor level

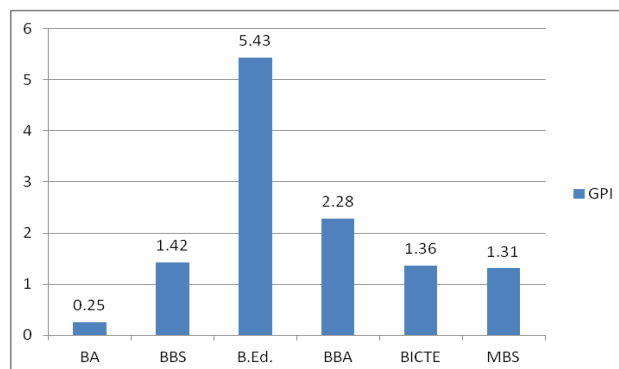


Figure 7: GPI in different program of Bachelor level

In the Bachelor level program B.Ed. has the highest GPI of 5.43 which indicates Female enrollment is stronger compared to Male. However, BA has the lowest GPI of 0.25 which indicates a lower enrollment in this program compared to male enrollment.

SECTION-5 GRADUATES

This section presents graduates of the campus according to the level of education, 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.

Level Wise Graduates	Male	Female	Total
Bachelor	24	40	64
Masters	-	-	-

Table 9: Level wise graduates from the campus

Table 9 shows the graduates according to the level of education. The total number of graduates is 64. Similarly, out of the total graduates, the number of female graduates is in the higher side. *Since Masters Degree started from 2021 there are no graduates.*

- Faculty wise Graduates

Faculty	Male	Female	Total
Management	20	15	35
Education	3	25	28
Humanities	1	-	1
Total	24	40	64

Table 10: Faculty wise Graduates

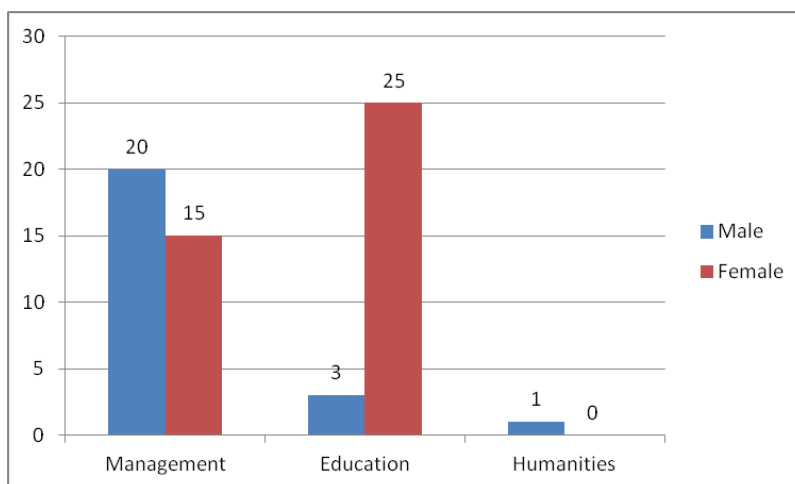


Figure 8: Faculty wise Graduates

Table 10 and Figure 8 exhibits the graduates during the year on faculty wise basis. It shows that the graduates from Management Faculty is the highest compared to other faculty in the campus during the year.

It shows that the graduates pass rate is the lowest in case of Humanities and Social Science faculty. However, the enrollment is also the lowest in this faculty. In Education faculty the female graduates is higher in compared to the male graduates. In Management and Humanities faculty the Male graduates is higher in compared to the Female graduates.

SECTION-6

PHYSICAL ASPECT OF THE CAMPUS

Land and Building

Land & Building	
Total Land Area	(6 – 8 – 0) (In Ropani / kattha)
No. of Buildings	5
Total Area covered by Building	10656 sq.ft (In Total Sq. Feet)
No. of Class Rooms	28
Total Area covered by Class Room	20 × 28 (In Total Sq. Feet)
Total Number of Labs	2 (Computer Lab) and (Montessori Lab)
Total Area covered by Lab	240 (In Total Sq. Feet)
Vehicle	1 (One)

Furniture

Furniture	Number
Desks and Benches	530
Tables and Chairs	314
Cabinets	10

Equipments

Equipments	Number
Computer	53
Laptop	8
Printer	6
Fax Machine	0
Photocopy Machine	2
Scanner	2
Id Card Printer	1
Overhead and Multimedia Projectors	11
UPS	5

Library

Library	
Library Rooms	2
Size of the Rooms	560 (Sq. Feet)
Study Rooms	1
No. of Books	8123
E- Library (Assess from Central Library, TU)	Yes[✓] No []
No. of Journals (Daily , Weekly, Monthly and Annually	4

Table: Physical aspects of the Campus

SECTION-7

TEACHING AND NON-TEACHING STAFFS DETAILS

This section provides information about the number of teachers in different faculty as per degree and position. Mahakavi Devkota Campus 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 education institution. The faculty members are driven by cross-disciplinary collaboration and form a community on campus that produces ideas that 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.

Faculty	M. Phil.	Masters	Total
Management	2	17	19
Education	2	6	8
Humanities & Social Sciences	-	-	-
Total	4	23	27

Table 11: Distribution of teaching staffs according to Academic Degree

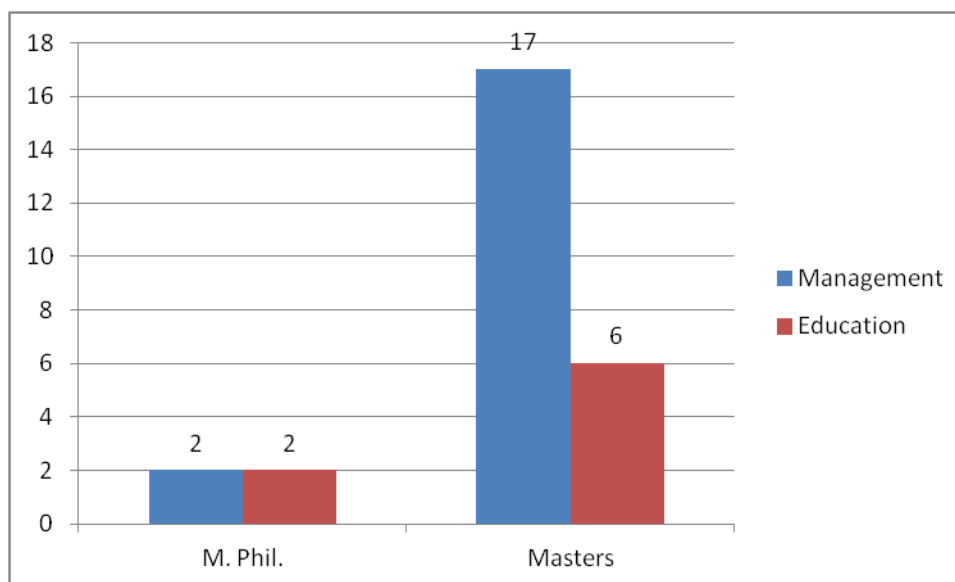


Figure 9: Distribution of teaching staffs according to Academic Degree

Table 12 shows the number of teachers on the basis of Faculty as well as their Academic Degree. Out of the total teachers of 28, majority belongs to Faculty of Management. Majority of the teachers are Masters Degree in qualification comprising of 24. Only 3 comprises of M. Phil. degree. Faculty of Management contributes the highest number of M. Phil. and Master's degree. More information is shown in Figure 8.

DISTRIBUTION OF TEACHING STAFFS ACCORDING TO NATURE OF APPOINTMENT

Faculty	Permanent	Full Time	Part Time	Course Contract
Humanities and Social Sciences	-	-	-	-
Management	2	6	6	4
Education	3	2	3	3

Table 12: Distribution of Teaching Staffs according to Nature of Appointment

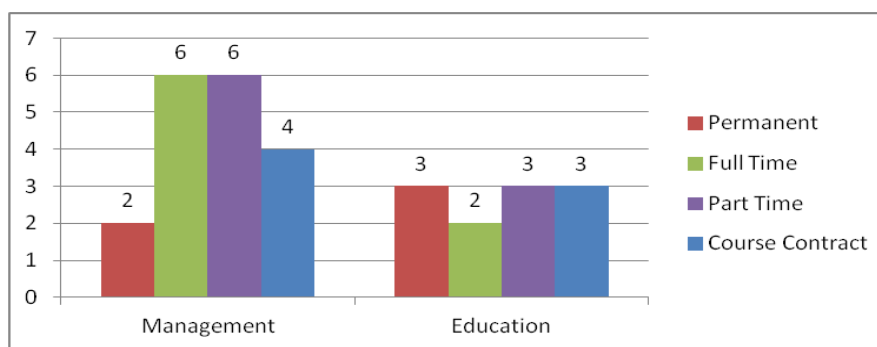


Figure 10: Distribution of Teaching Staffs according to Nature of Appointment

DISTRIBUTION OF NON-TEACHING STAFFS ACCORDING TO POSITION

At Mahakavi Devkota Campus, non-teaching staff accomplish the administrative responsibilities and are 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.

Staff Type	Permanent	Full Time Contract
Administration	1	5
Support Staff	1	5

Table 13: Distribution of Non-teaching staffs according to position

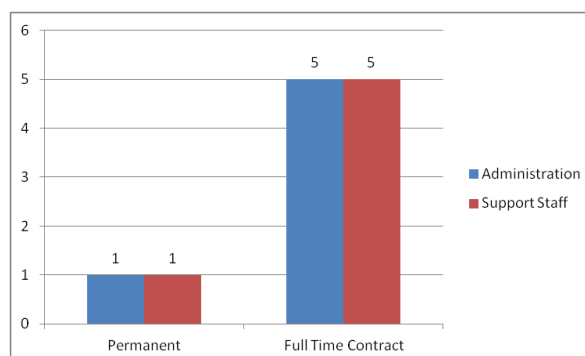


Figure 11: Distribution of Non-teaching staffs according to position

Figure 11 shows the distribution of non-teaching staffs according to their position. Administration and Support staffs are in equal number.

SECTION-8

RESEARCH AND PUBLICATIONS

Over the past few years, Mahakavi Devkota Campus became a major research institution that engages its faculty members and students in research activities. 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.

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 “Devkota Journal of Interdisciplinary Studies” and incorporates the research papers produced through research projects conducted by research grantees. The current research committee comprises the following members:

- | | |
|----------------|--------------------------|
| 1. Coordinator | Mr. Bikash Rana |
| 2. Member | Mr. Babin Sharma Sapkota |
| 3. Member | Mr. Padam Pandey |
| 4. Member | Mr. Bhimlal Dhakal |
| 5. Member | Mr. Hari Prasad Bashyal |
| 6. Member | Mr. Chiranjivi Bashyal |

RESEARCHER PUBLICATIONS

All departments at Mahakavi Devkota Campus have engaged in different publication activities such as journals, magazines, newsletters, etc. The research journals are published on the biannual and annual basis. In line with its commitment to economic, social and environmental sustainability, the campus is minimizing the content of its print publications, and enhancing its website by providing PDF versions online of its printed publications.

Publications				
Name of Faculty Members	Publication Title	Date	Name of Journals	Remark*
Mr. Bikash Rana	Effect of Dividend policy on Volatility of Stock Prices of Financial Sector of Nepal	2022	Devkota Journal of Interdisciplinary Studies	Campus Journal
Mr. Hari Prasad Bashyal	Digital Tools and Technology in Language Teaching: Killing the Creativity or Cultivating the Creativity	2022	Devkota Journal of Interdisciplinary Studies	Campus Journal
Ms. Pabitra Poudel	नेपाली भाषाका भाषिका	2022	Devkota Journal of Interdisciplinary Studies	Campus Journal

Table 14: RESEARCHER PUBLICATIONS

SECTION-9 SCHOLARSHIP

The campus, through the division, provides scholarships to the needy students who come from different backgrounds. Each year, the division notifies to all its students regarding the application deadlines for the scholarships. Students get scholarship each year, which is awarded on the basis of their economic status, geographic distance, physical status, marginalized community, etc. The details of scholarship are provided in Table 16.

This section only provides the scholarship information of limited program. These facilities are provided by the campus itself. However, there are other scholarship provided by TU and other organizational scholarship which is not mention in this section.

Faculty	Management	Education	Humanities
Scholarship	66	23	-

Table 15: Faculty-wise scholarship

Currently, Faculty of Management and Education students are benefited by more scholarship opportunity.

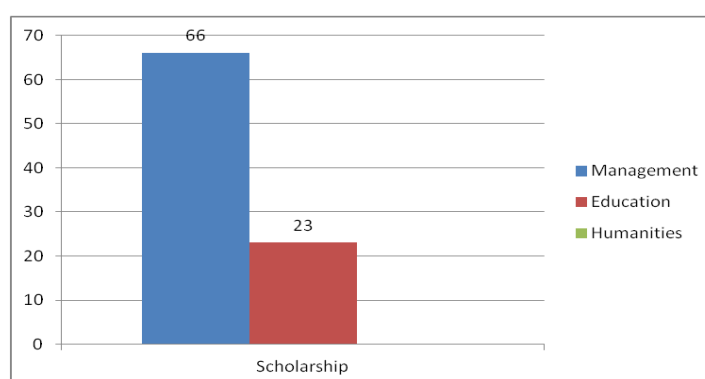


Figure 12: Faculty-wise scholarship

Program	BBS	B.Ed.	BA	BICTE	MBS	BBA
Scholarship	50	23	-	-	7	9

Table 16: Program-wise scholarship

Scholarship provided on the basis of program is presented in Table 16 and Figure13

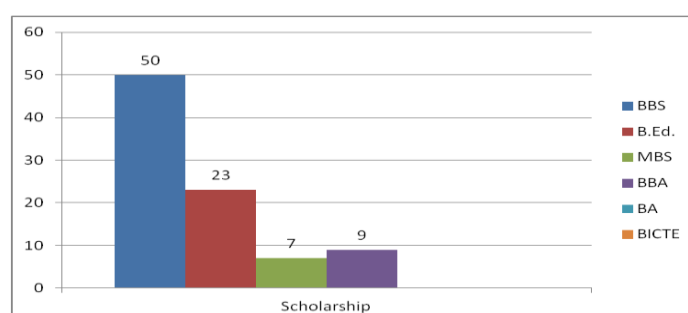


Figure 13: Program-wise scholarship

Table 16 presents the scholarship details of students on the basis of program. BBS students are more in terms of scholarship facility provided by the campus. It is also presented in Figure 13.

ANNEX-1

DEFINITION OF LEVELS

Statements	Description
HE campuses	Higher Education Campus
HE only campuses	All Campuses
Bachelor (BA, BBS, B.Ed., BBA, BICTE)	Higher Education Program of minimum 3 to 5 years that starts after Grade 12 for students who have passed Grade 12 of HSEB.
Master (MBS)	Higher Education program of 2 years that runs after Bachelor level for students who have passed Bachelor level examination of University.
M. Phil.	Higher Education program of 1and half years for students who have passed masters level examination of University
Ph.D	Advanced course for students who have passed either Master or M. Phil. level.

ANNEX-2

BRIEF DESCRIPTION OF THE CAMPUS

About Mahakavi Devkota

Mahakavi Devkota Campus, a community owned non-profit making institution, is situated in Sunwal Municipality – 4, Nawalparasi (West Bardaghat / Susta). It was established in public initiation with the direct support of local community leaders, philanthropists, businessmen, industrialists, education enthusiasts and other personalities in 2060 B.S. with the aim to address the dire need of quality higher education in this area. Ever since its establishment, the campus is almost exclusively dependant on public blessings and their contribution. Its tie with the community is, therefore, strong enough to gain affection. With their support, the campus, right from its establishment, has been accelerating in quality education and infrastructural development. Consequently, it has now incredibly created its fame as one of the pioneering institutions in this province.

History and Development

In the year 2074, the University Grants Commission (UGC) ranked 19th in Nepal and 2nd in this province in order to obtain the Quality Assurance and Accreditation (QAA) certificate. After receiving the certificate in 2074, it has been successfully operating the BBA program according to the needs of the present time. This institution in the year 2078, Tribhuvan University under the Faculty of Management has also obtained affiliation and operated the post-graduate level program, MBS. In addition to BBA and MBS, the classes of BBS, B.Ed. and B.A. are operated.

There are currently 1043 students studying in the campus from all levels and faculties. After receiving the certificate, there has been significant progress in the improvement of the academic quality of the campus, increase in physical facilities, research, publication, increase in the number of students, professional development of teaching staff, etc. While following the international educational standards, the institution is becoming healthy in every way.

At present, there have been extensive institutional reforms in the campus. Even in the short period of its establishment, the campus has achieved satisfactory achievements in terms of physical aspects. For the development of this campus, the invaluable support of political parties, businessmen, industrialists, philanthropists, and education lovers of this region is continuous.

This campus has emphasized the use of timely research-oriented scientific teaching methods, modern management and technology for the all-round development and all-round advancement of students. Even though it is conducted in rural areas, it conducts subjects with high interest at the national and international level moving ahead with ambitious plans; this campus has been significantly improving access to higher education through various internal and external

scholarships for people from backward classes, castes, communities, etc. in various fields.

Now, the campus has 5 departments under 3 faculties: Faculty of Humanities & Social Sciences, Faculty of Management and Faculty of Education. In total, 6 programmes are run. To date, 28 faculty members and 12 administrative staff have involved in providing higher education to more than 1000 students in various academic programmes in the campus. The campus also has various Cells to perform the administrative work more efficiently and effectively. Such cells are, Research Management Cell, Internal Examination Cell, Internal Quality and Assurance Cell, Enrollment Support Cell, Extra Curricular Activities Cell, Public Information Cell and Student Support and Guidance Cell.

In terms of its organizational Structure, the campus assembly is at the top of its management. It is the supreme and legislative body. It formulates reviews and updates the policies of the institution which are implemented by Campus Management Committee (CMC) mobilizing through different structures of the organization. The CMC is the executive body that implements the decisions. It consists of 19 members as per the current campus statute. The campus management committee has formed an Advisory Committee for receiving required advice in need. The campus has also formed an Internal Quality Assurance Committee (IQAC) for monitoring and implementing academic activities. For the implementation of decisions and running academic activities, the campus has a comfortable set of teaching and non-teaching staff led by the campus chief and assisted by assistant campus chief, both appointed as per the provisions made in the campus statute. For the effective functioning of the academic activities, the campus has formed administrative section and additional section. The former consists of teaching administration which includes department heads and program coordinators along with faculties, and general administration which includes account section, library section and EMIS. Likewise, the latter consists of different cells. The duties and responsibilities of all the departments and cells are clearly defined in their respective guidelines.

The campus is a community-run higher education institution under Tribhuvan University and has been the major centre for higher education in the western region. The campus is now spread over 6 Ropani 8 Kattha along the Mahendra Highway.

ANNEX-3

REPORT PREPARATION

To prepare this report, required data were collected from different sources: Office of the Controller of Examination, Faculty, Departments, Cells, Programs, Campus Administration, QAA Unit of MDC, Student Council of the Campus, UGC Nepal etc. 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.
- From the aggregate Table, summary Tables required to prepare the report was generated
- Those summary Tables were analyzed and interpreted.

ANNEX-4

ABOUT EMIS

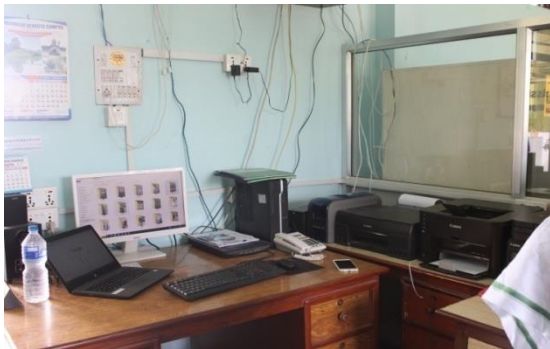
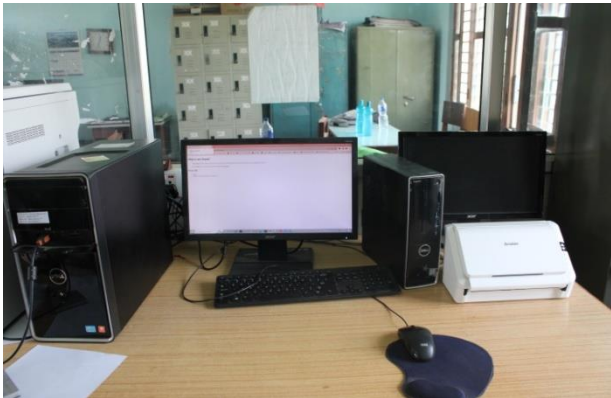
Mahakavi Devkota Campus established an Education Management Information System (EMIS) under the second higher education project in 2014 A.D. It aims to provide updated information of the education system in the campus. The main purpose of this volume is to provide adequate, accurate, timely and reliable data to the education stakeholders.

This report comprises information about higher education institution (MD Campus), student enrollment, pass graduates, gender parity index (GPI), teaching and non-teaching staffs, academic department and programs, research and publication, physical status of the campus.

EMIS aims to provide technical assistance to the various departments, students, teachers and staffs of the campus. Most of the technical or computer related tasks are done by EMIS Section such as, Campus Network, Library Network Management, Computer Lab Server Management, Issues in Campus Internet Services, anything related to computer.

Most of the campus's official document printing job is carried out by EMIS Section, such as, Letter typing, Notice typing, Various other campus documents, proposal writings, report preparation, result preparation, keeping records of various letters received from organizations etc.

ANNEX-5 EMIS PHOTOS





MAHAKAVI DEVKOTA CAMPUS

ACCREDITED BY UNIVERSITY GRANTS COMMISSION, NEPAL (2074)

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