



KATHMANDU UNIVERSITY

Annual Programs

(Academic Year: २०७९/८०)

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Executive Summary

The Kathmandu University annual programs give a concise overview of the university-wide initiatives and events for the academic year 2079–2080. The annual programs, which were developed in accordance with the university's five-year strategic plan, attempt to set realistic goals and objectives for the university and each of its schools and departments over the academic year.

In total, under the purview of the university, 165 programs would run and the total seats designated for the programs including the ones designated for affiliated colleges and collaborative courses, is 5,881 for the academic year. Of this total, the intake capacity of the School of Arts is 633, the School of Education is 759, the School of Engineering is 620, the School of Law is 155, the School of Management is 800, the School of Science is 524, and the School of Medical Sciences is 2,390.

The programs expansion is fundamental to the university's growth imperatives and as per the needs of the market; a number of new programs has been designed and are in pipeline to be introduced in the academic year. The School of Arts is in the process of introducing graduate level program in urban studies and media studies from August 2022 and an undergraduate level program in English studies from August 2023. In addition to this, final preparations are being done at the school for running an interdisciplinary program in mental health and Bachelor of Craft and design and similarly, curriculum development process is ongoing for Bachelor of Psychology.

The School of Education plans to revive the B.Tech.Ed (Agriculture/Horticulture and Livestock) program in cooperation with a new partner and through the institutional evaluation of the Training Institute for Technical Instruction (TITI). In accordance with the commitment made to the ministry of education, the school also intends to offer TOT to 10,000 teachers and introduce B.Tech-Ed (Electrical Engineering) program this academic year.

The School of Engineering intends to complete the necessary preparations for the Undergraduate Level Geo-science and Mining Engineering programs and the Graduate level Rock and Tunnel engineering programs to be offered during the academic year. Similarly, The School of Management is planning to launch a joint program in collaboration with the National Academy of Tourism and Hotel Management (NATHM), and the School of Law is in preparations to launch the BIT-LLB programs. The School of Science aims to expand the curriculum through the introduction of specialties in MTech, ENE and an additional M.Sc. Program.

The School of Medical Sciences plans the program expansion by introducing graduate programs in physiotherapy, preclinical subjects, and Ph.D. programs in molecular and experimental sciences related to health and basic sciences research. The school also plans to offer additional DM/M.Ch. level courses in Pulmonology, Critical Care, and Sleep Medicine, Neonatal Oncology, and perioperative and critical care medicine. In addition, the school plans to organize fellowship training programs in spine surgery, gastroenterology medicine, Otology, Neonatology, Sports

Surgery, Dental Implantology, and Gynecological Laparoscopic Surgery. Graduate level programs are also planned to be introduced in Microbiology and Bio-Chemistry, while an undergraduate program would be introduced in Public Health.

The schools plan to strengthen their external engagements during the academic year. To boost the outreach efforts, the School of Management plans to hold a conference on Trade Policy and Opportunities . The School of Education intends to expedite external engagement through partnerships between the school and community/society through community-focused projects, increased networking activities, teacher training programs and an expansion of its global presence through networking and participation at international conferences and seminars. The School of Law plans to conduct networking events, as well as seminars, conferences, and staff, teacher, and student exchanges. While the School of Engineering plans to continue its annual co-curricular meetings with stakeholders, and the School of Science intends to host meetings with stakeholders focused on Nepal's biotech industry.

Strengthening research, innovation and publishing are fundamental in improving university ranking. These activities also significantly contribute to the enrollment of international students in KU's programs. The School of Management has set goals for regional, national, and worldwide seminars and aims to deliver more research papers during the academic year. It also plans to expand and improve its official publications while enhancing its research environment. The School of Arts plans to prioritize school level publications; upgrade the Bodhi Magazine; recognize and promote good quality research from students and faculty; and ensure the annual publication of the Social Science journal. The School of Science aims to publish at least five research publications annually on this front.

The university's infrastructure will be developed by improving the current infrastructure and by building new, cutting-edge facilities and amenities to support pedagogical activities at the university, including the individual schools. The number of classrooms will be managed and expanded to address the needs of the students.

The students engagement would be prioritized at the schools. The School of Management aims to increase the student's access to the job market by creating a student database and linking them to the potential employment providers. The School of Education plans to strengthen student engagement by increasing networks with industry experts and organize regular guest lectures in each departments. The School of Engineering plans to conduct networking with industry via placement cells and also organize workshops and trainings to bolster the students' skills, readying them for the market.

A comprehensive employee database is planned to be developed at the central office, and HR systems would be developed to facilitate the HR functions and processes. The recruitment and selection activities would be harmonized with the academic calendar, and the training and development programs would be designed as per the job needs. At school level, raising the educational standards of the faculty has been deemed strategically important and the faculties would be encouraged to increase their educational attainment and professional experience.

Special focus would also be placed on methodology training and the use of IT for pedagogy. Work-related and communication training would be designed and delivered to the staffs.

To attract new students into the University's programs, urgent need to revamp the branding and marketing activities have been realized. In this context, education fairs would be organized, relevant marketing collateral would be created, and the websites' content and appearance would be improved. As representatives of KU, the faculty members are expected to establish themselves as public intellectuals and thought leaders and increase their exposure through participating in various media forms and academic dialogues. Additionally, the establishment of alumni associations at all the schools and the planning of regular engagement activities will boost the outreach efforts and involve alumni.

The university's regular operations would be carried out efficiently and effectively. Incorporating technology would be done to speed up and lower the cost of services provided. High-quality management methods would be used, and work quality would be improved. The university's senate, board of trustees, executive council, and academic council decisions would be implemented to govern the university and the schools that fall within its purview, and the policies and regulations of the university would be developed in line with the necessities.

A. Planned Academic Activities at the University:

The University, in its seven Schools conducts following programs and admits following number of students in the academic year 2079/80:

School of Arts:

	Program	Affiliated College/Location	Admission Capacity	
			Constituent	Affiliated/Extended
1	Bachelor in Music (BMUS)	Chabahil	30	
2	BA (Buddhist Studies)	KU-CBS, RYI	30	
3	Bachelor in Media Studies (BMS)	Hattiban	30	
4	Bachelor of Fine Arts (BFA)	Hattiban	30	
5	Bachelor in Community Development (BCD)	Balkumari	30	
6	Bachelor in Economics (BECON)	Balkumari	30	
7	Bachelor in Development Studies (BDEVS)	National College		66
8	Bachelor in Development Finance (BDFIN)	National College		44
9	Bachelor of Social Sciences (BOSS)	National College		33
10	Bachelor in Social Work (BSW)			44
11	Bachelor in English Studies (BES)		25	
12	Bachelor in Yogic Science and Wellbeing (joint program of Arts and Medical Sciences)		24	
13	Bachelor in Craft and Design		20	
	Total students in Undergraduate program		249	187
14	Master in Human and Natural Resources Studies (HNRS)	Balkumari	15	
15	MA in Music	Chabahil/Tripura Sundari	10	
16	MA in Buddhist Studies	KU-CBS, RYI	10	
17	MA in (Translation & Philology)	KU-CBS, RYI	20	
18	MA Preparation Program (Buddhist Studies)	KU-CBS, RYI	30	

19	Master in Development Studies (MDEVs)	Balkumari	25	
20	Master of Fine Arts (MFA)	Hattiban	30	
21	Master in Urban Studies	Balkumari	24	
22	Master in Media Studies	Hattiban	20	
23	PhD (Research Fellow)		13	
	Total students in Graduate program		197	0
	Total Annual Intake Capacity	633	446	187

- Graduate Level Program, Masters in Urban Studies would be started from August 2022.
- Graduate Level Program, Masters in Media Studies would be started from August 2022.
- Under Graduate Level Program, Bachelor in English Studies would be started from 2023 February Session.
- An interdisciplinary program in Mental Health would be explored in coordination with affiliated and partner institutions.
- Coordination would be done with partner and affiliated institution to run Bachelor in Social Work (BSW) program.
- Curriculum development of Bachelor in Psychology is underway and the process would be initiated for approval in the upcoming days.

School of Education:

	Program	Affiliated College/Location	Admission Capacity	
	<u>Undergraduate Program</u>		Constituent	Affiliated/Extended
1	Chinese Language Education (CLT)	CIKU	0	
2	B.Tech Ed. in IT	Janaki College for Professional Studies, Janakpur		30
3	B.Tech Ed. in Mechanical (General)	Butwal Technical Institute, Butwal		30
4	B.Tech Ed. in Civil	Sindhuli Samudayik Technical Institute, Sindhuli		60
5	B.Tech Ed. in IT			
6	B.Tech Ed. in IT	Aspire College, Biratnagar		30

7	*B.Tech.Ed. (Livestock/Agriculture/Horticulture)			60
8.	B.Tech.Ed (Electrical Engineering)	KU-TTC, Dhulikhel	30	
	Total students in Undergraduate program		30	210
	<u>Post-graduate Diploma Program</u>			
9	Educational Management (One Year)	Hattiban	30	
10	STEAM Education (One Year)	Hattiban	30	
11	Early Childhood Development (4 months)	Hattiban	30	
12	Graduate Diploma in Higher Education	Hattiban	20	
13	Mathematics Education - One year	Hattiban		
	Total students in Post-graduate Diploma	Hattiban	110	
	<u>Masters (One Year) Program</u>			
14	STEAM Education	Hattiban	25	
15	Leadership and Management	Hattiban	20	
16	English Language Teaching	Hattiban	15	
17	Early Childhood Development	Hattiban	25	
18	Training and Development	Hattiban	25	
	Total students in Masters (One Year)	Hattiban	110	
	<u>Masters (Two Years) Program</u>			
19	Master in Sustainable Development (MSD)	Hattiban	25	
20	Leadership and Management	Hattiban	25	
21	English Language Teaching	Hattiban	25	
22	Mathematics Education	Hattiban	25	
23	MTVET	Hattiban	25	
24	Master in Writing and Literacy	Hattiban	25	
	Total students in Masters (Two Years)		150	
	<u>PhD/Mphil</u>			
25	PhD (based on the discussion with faculties and HOD)	Hattiban	24	
26	MPhil	Hattiban	125	

	Total PhD/MPhil		149	
	Total Annual Intake Capacity	759	549	210

- * Institutional evaluation of Training Institute for Technical Instruction would be done to revive the B.Tech - Ed. (Agriculture/Horticulture/Livestock) program and new partner would be identified to carry the program forward.
- Commitment has been made with the Ministry of Education to provide Training of Trainers (TOT) to ten thousand teachers.

School of Engineering:

	Programs	Admission Capacity
	<u>Undergraduate</u>	
1	BE (Civil Engineering)	60
2	B Arch (Architecture)	30
3	BE (Geomatics Engineering)	60
4	BE (Electrical and Electronics Engineering)	60
5	BE (Computer Engineering)	60
6	B.Tech. in Artificial Intelligence	30
7	BE (Chemical Engineering)	30
8	BE (Mechanical Engineering)	120
	Total students in Undergraduate program	450
	<u>Masters/PhD</u>	
9	ME/MS (Sanitation Technology)	10
10	ME (Structure Engineering)	10
11	ME (Land Administration)	10
12	ME (Geoinformatics Engineering)	10
13	ME (Electrical Power Engineering)	10
14	ME (Communication Engineering)	10
15	ME (Computer Engineering)	10
16	M.Tech. in AI	10
17	M.Tech. (Information Technology)	10
18	ME (Energy Efficiency Building Design)	10
19	ME (Planning & Operation of Energy System)	10
20	ME (Mechanical Engineering)	10
21	Master by Research/PhD (Estimated according to the number of Professor and Associate Professor at the School at 1:1 ratio)	20

22	Master in Health Informatics	10
23	M.Tech. in Energy Systems	20
	Total students in Masters/PhD	170
	Total Annual Intake Capacity	620

- Preparations would be finalized to run Under-Graduate Level program, BE Geoscience and Mining Engineering and Graduate Level Program, ME in Rock and Tunnel Engineering.

School of Law:

	Program	Admission Capacity	
1	BBM-LL.B	88	44+44 (Summer+Winter)
2	B.Ec-LL.B	44	Approved
3	LL.M in Infrastructure and Energy Law	20	Seat approved
4	PhD	3	Proposed
	Total Annual Intake Capacity	155	

- The preparation for BIT-LLB is underway at the School as informed by the Dean.

School of Management:

	Program	Affiliated College/Location	Admission Capacity		Remarks
			Constituent	Affiliated/ Extended	
	<u>Undergraduate Programs</u>				
1	Bachelor in Business Administration (Hons/Emphasis)	Balkumari	120		
2	Bachelor in Business Administration	LACM		80	40+40(Affiliated + Extended)
3	Bachelor in Business Administration	NCM		120	80+40(Affiliated + Extended)
4	Bachelor in Business	Dhulikhel	40		
5	Information System	LACM		40	
6		LACM		40	

7	Bachelor in Hospitality Management	NCM		40	
8	Bachelor in	GATE*		30	
9	Professional	Glacier*		30	
10	Hospitality	Aspire*		30	
Total students in Undergraduate program			160	410	
<u>Master/PhD</u>					
11	Master in Business Administration	Balkumari	80		40+40
12	Executive MBA	Balkumari	40		
13	Master in Business and Economics	Balkumari	40		
14	Master in Public Policy and Management	Balkumari	40		
15	MPhil	Balkumari	25		
16	PhD	Balkumari	5		
Total students in Master/PhD			230	0	
Total Annual Intake Capacity		800	390	410	

- A collaborative program in hotel management would be designed with National Academy of Tourism and Hotel Management (NATHM) to be run outside Kathmandu Valley and in all the seven provinces.

Note:

Plan for the year is not to cancel any programs but to promote them in various regions to improve number of applicants.

The programs marked * are collaborative programs.

School of Science:

	Program	Admission Capacity	Remarks
	<u>Undergraduate Program</u>		

1	B.Sc. (Computational Mathematics)	30	
2	B.Sc. (Computer Science)	60	
3	B.Tech. (Biotechnology)	40	
4	B.Sc. (Bioinformatics)	30	
5	B.Sc. (Agriculture)	30	
6	B.Sc. (Environmental Science)	40	
7	B.Tech. (Environmental Engineering)	35	
8	B. Pharm.	60	As allocated by MEC
	Total students in Undergraduate programs	325	
	<u>Masters</u>		
9	Master by Research (Estimated according to the number of Professor and Associate Professor at the School at 1:1 ratio)	20	
10	MPharm (Industrial Pharmacy)	15	As allocated by Medical Education Commission (MEC)
11	MPharm (Pharmaceutical Care)	15	
12	MPharm (Pharmaceutical Analysis)	5	
13	MPharm (Pharmacognosy and Phyto Chemistry)	5	
14	PharmD (Post Baccalaureate)	10	
15	MSc (Environment Science)	15	
16	MTech (Environmental Engineering)	15	
17	MTech (Biotechnology)	10	
18	MSc (Computational Mathematics)	10	
19	MSc (Physics)	10	
20	MSc (Analytical Chemistry)	15	
	Total students in Masters program	165	
	<u>MPhil</u>		
21	MPhil in Environmental Science	2	
22	MPhil in Mathematics	2	
23	MPhil in Physics	5	
	Total students in MPhil	9	
	<u>PhD</u>		
24	PhD in Computer Science	3	
25	PhD in Mathematics	5	
26	PhD in Environmental Science	3	
27	PhD in Environmental Engineering	3	

28	PhD in Biotechnology	3	
29	PhD in Pharmacy	3	
30	PhD in Physics	5	
	Total students in PhD	25	
	Total Annual Intake Capacity	524	

School of Medical Sciences:

As per the provision made in the National Medical Education Act, 2075 BS, the number of seats received from the Government of Nepal will be decided as per the decision of the Academic Council and the final number of seats for different programs run by the school would be finalized. The current and constituent programs, extended programs run at Kathmandu University School of Medical Sciences and affiliated colleges for the academic year 2079/80 would be and activities:

a. Kathmandu University School of Medical Sciences Seat Matrix for Undergraduate Program 2022

S.N.	College	MBBS	BDS	B.Sc. Nursing	BNS	B.Mid.	BPT	B.Sc. Lab Med.	B.Sc. MIT	Total
1	Kathmandu University School of Medical Sciences, Dhulikhel	100	50	40	30	20	40	20	20	320
2	Manipal College of Medical Sciences, Pokhara	100		40						140
3	College of Medical Sciences, Bharatpur	100	40	40			20			200
4	Nepalgunj Medical College, Kohalpur	100		20						120
5	Kathmandu Medical College, Kathmandu	100	50	40	40		30			260
6	Nepal Medical College, Kathmandu	100	40	40						180
7	College of Nursing, Scheer Memorial Hospital, Banepa			40						40
8	Nobel Medical College, Biratnagar	100	30	40	30		30			230
9	Kantipur Dental College, Kathmandu		50							50
10	Lumbini Medical College, Palpa	100		40						140
11	Birat Medical College, Biratnagar	100		20			30			150
12	Devdaha Medical College, Devdaha, Rupandehi	50								50
	Total	950	260	360	100	20	150	20	20	1880

b. Kathmandu University School of Medical Sciences Seat Matrix for PG 2022

S.N.	Subject	MCOMS	COMS	NGMC	KMC	NMC	NOMC	LMC	KUSMS	BMC	KDC	Total
1	Anatomy	2	3	0	2	2	2	1	2	0		14
2	Biochemistry	0	1	0	0	2	2	2	0	1		8
3	Community Medicine	2	4	2	6	2	2	2	2	1		23
4	Microbiology	4	0	1	3	3	2	1	0	2		16
5	Pharmacology	0	2	0	2	0	2	0	2	2		10
6	Physiology	0	1	0	1	2	2	2	2	1		11
7	Forensic Medicine	2	0	0	1	0	2	1	2	1		9
1	Anesthesiology	1	3	1	6	4	6	3	3	1		28
2	Dermatology	2	2	1	1	1	1	0	0	0		8
3	Internal Medicine	5	3	1	5	6	8	3	4	1		36
4	Obstetrics/Gynecology	1	3	5	6	5	7	3	5	3		38
5	Ophthalmology	2	0	1	3	3	1	0	0	1		11
6	Orthopaedics	3	2	1	6	3	3	3	4	1		26
7	Otorhinolaryngology	2	3	2	3	3	3	1	3	1		21
8	Paediatrics	3	4	2	5	5	5	2	2	2		30
9	Psychiatry	2	0	1	2	2	0	0	2	2		11
10	Radiology	1	1	1	3	3	3	1	1	0		14
11	Surgery	4	6	6	6	6	8	4	4	4		48
12	General Practice	0	1	0	2	2	0	1	3	0		9
13	Pathology	3	3	2	5	3	4	3	3	2		28
	Total	39	42	27	68	57	63	33	44	26	0	399
1	Conservative and Endodontics Dentistry				1	1					1	3
2	Orthodontics					2			2		3	7
3	Periodontics								2		1	3
4	Pedodontics								1		1	2
5	Oral Pathology										1	1
6	Oral & Max.Surgery				1				2			3
7	Prostodontics								1			1
	Total	0	0	0	2	3	0	0	8	0	7	20
M.Sc. Nursing												0
1	Medical Surgical Nursing				4	4			4			12

2	Midwifery								8			8
3	Child Health Nursing								4			4
	Total	0	0	0	4	4	0	0	16	0	0	24
M.Sc. Public Health		0	0	0	0	0	0	0	20	0	0	20
	Total Annual Intake Capacity	39	42	27	74	64	63	33	88	26	7	463

c. Kathmandu University School of Medical Sciences Seat Matrix of DM/M.Ch. Program 2022

S.No.	Subject	MCOMS	COMS	KMC	NMC	NOMC	KUSMS	Total
1	DM- Cardiology	1				2	1	4
2	DM- Nephrology		1		1	1		3
3	DM-Neurology					1		1
4	DM-Gastroenterology		1					1
5	DM Pulmonary Critical Care and Sleep Medicine					1		1
6	DM Perioperative Critical Care			1				1
7	DM Neonatology			1		1		2
8	MCH-Neurosurgery	1	1	2		1		5
9	MCh CTVS -Cardio vascular Thoracic Vascular Surgery							0
10	MCh- GI Surgery		1	1	1		1	4
11	MCh Urology		1	1	1	1	1	5
	Total	2	5	6	3	8	3	27

d. Program Summary of the School of Medical Sciences

Total Students in Undergraduate Program	1880
Total Students in Postgraduate Program	463
Total Students in DM/M.Ch. Program	27
Master in Physiotherapy	5
PhD in Medical Sciences	15
Total Annual Intake Capacity	2,390

B. Summary of school wise annual programs and activities:

Kathmandu University School of Management

- In order to guarantee that the staff and faculty are professionally enriched and exposed to the market issues to assure their progress, Kathmandu University School of Management will perform consulting activities for clients, research and training for the clients, and faculty development programs.
- To strengthen KU's external engagements through policy engagements, KUSOM would conduct Conference on Trade policy and opportunities for developing countries. Similarly, conferences on management education, business and society, workshop for small business enterprises would be conducted to strengthen the outreach activities with the society.
- Kathmandu University aims to attract the best talents and to collaborate with international universities. To that end, KU has identified strengthening its research environment and developing its research leadership.

Towards this aim, KUSOM would publish at least one research paper in journals or as research monographs by each faculty. Similarly, KUSOM would also increase its research paper presentations, with at least six research papers presented in regional, national, and international seminars by the faculties. The school would publish at least one journal issue per year. The school would also enrich its official publications and aim to produce at least 10 official publications that include annual reports, prospectuses, student profiles, and student handbooks.

- Raising the educational standards of the faculty has been deemed strategically important for improving the academic standing of the institution. The enhancement of the faculty's academic credentials would get top priority. Four faculties will finish their M.Phil. Programs this academic year, one will continue their M.Phil. program, and three faculties will begin their M.Phil. Similarly, one faculty will complete their PhD at KUSOM, four faculty members will continue their PhDs overseas, six faculty members will continue their PhDs at KUSOM, and two faculty members will enroll in KUSOM's PhD program.

Priority would also be placed on the faculty member's professional experience in addition to their educational background. Methodology training would be conducted for the faculty; similarly, trainings would be conducted on using information technology and pedagogy. The faculty's work-life balance would be prioritized to ensure a high quality work life at school.

- Through performance enhancement and communication training, the staff's capacity and abilities will be boosted. The canteen workers would also receive training in health,

sanitation, and food preparation. The quality of the employees' working lives would improve, and they would get extra care to maintain a healthy work-life balance.

- Institutional development initiatives for KUSOM would take precedence. The UGC accreditation procedure would be completed with the certification expected to be granted this year. To streamline the procedures at the school, an information system would be created and the school's website would be improved and standardized. Construction on the big data lab would get underway at the school.
- To enrich the teaching learning activities at the school, physical facilities at the school would be upgraded. This includes physical improvement of the meeting room, upgradation of the classrooms, refurbishment of the reception, upgradation of canteen and installation of CCTV at various locations in the school.
- School's global engagement would be strengthened by reaching out to academia in the global arena for teaching, research supervision, and research collaborations. For this purpose, review of existing MOUs with the international institutions would be done. Similarly, building institutional relations with reputed international academic institutions would be expedited and institutional relations would be built with at least two foreign business schools. To strengthen the institutional collaboration of the school, joint MBA or Ph.D. programs would be initiated.

The school's domestic engagement would be strengthened through the exploration of collaborative graduate and undergraduate programs. Institutional relationships with business actors, communities, government, municipalities and industries would be strengthened, and regular communication with the strategic partners would be initiated to explore opportunities for the students to gain internships and employment opportunities.

Regular interaction sessions in the form of panel discussions with HR representatives and academics to discuss issues pertaining to graduate employability would be held and networking sessions with the participating organizations would be organized during the KJIF.

To engage the alumni in promoting the school, regular alumni meet would be held.

- To increase the accessibility of the job markets to the students, a student database would be created allowing for design and printing of student profile. The record of different participating organizations would also be maintained that help easy traceability and access to the gain internship and employment opportunities. The database would also help tracer study and exit feedback to enable the school gain invaluable information.

Kathmandu University School of Arts

1. To support the school's growth imperatives, promotional efforts would be given priority. Print and social media will be used to publicize the admissions opportunities. Similarly to attract students from all over the nation, the school's visibility would be increased and promotional events would be held in at least three major cities of Nepal. The engagement of KUSOA's alumni would be regulated, and events like exhibitions and the showing of films would be planned.
2. The recruitment of additional faculties would be done to ensure that the educational activities are unperturbed. Two lecturers would be recruited and selected under permanent services and two would be selected on a contract basis.
3. To ensure the smooth functioning of the school, existing facilities would be managed and new locations would be explored. An office for the Head of Departments, office spaces for four new lecturers, meeting rooms and room for visiting faculties would be managed.

The number of classrooms would be raised and managed to fit both the new students enrolling in the school's programs as well as those already enrolled in them. The reconstruction works at the Department of Music at the Tripursundari Temple premises, as provided by Guthi Sansthan, have neared completion, and classes are running partially. Additional classes will be held in the location as soon as possible to meet the growing demand for classroom space. The renovation work at Kathmandu University Sama Center is ongoing and the activities would be expedited.

4. School level publications would be prioritized. The Bodhi Magazine would be upgraded to achieve world-class status and specific issues would be published. Similarly, the publication of the Social Science Review Journal would be done annually, good quality research activities carried out by the students and faculties would be duly recognized and promoted through the journals.

Kathmandu University School of Education

1. Initiatives involving faculty engagement would be given precedence. Faculties would be engaged through capacity building as well as regular activities including teaching, research, consulting, and the delegation of administrative duties. A large share of the visiting faculties belongs to the school's alumni and industry and academia. The share of visiting faculties complies with the current criteria of engaging at least 40% of the faculties as visiting faculty, and this would be maintained. The performance of the faculties would be enhanced through a cohesive monitoring via student grades, satisfaction surveys, and internal audits.

2. To acquaint students with wide range of topics in the sector, and to strengthen the school's engagement with industry experts, in line with KU's strategic imperatives and global practice, guest lectures would be organized. A good number of speakers from outside of the school would be invited for lecture and the practice of inter-department guest lecture would be initiated. Each department would be encouraged to organize at least two guest lectures, one delivered by the guest lecturer from outside the school and one delivered by the lecturer across the department.
3. Adherence to the academic calendar would be strictly done. Activities involving entrance examinations, student intake and In and end semester examinations would be aligned to the calendar.
4. To identify the gaps in teaching-learning and to improve on them, Internal Academic Audits would be conducted by the respective departments each semester and each department would produce self-review reports with the action plan to address the gaps identified.
5. To harmonize the educational programs with the market needs and to ensure the achievement of academic leadership, curriculum of the four M.Phil. Programs and two Masters Programs would be revised.
6. KUSoED's extended programs have increased with five programs currently run in six locations. Similarly, an affiliated program is run in one location. An effective monitoring plan would be put in place to ensure that the quality of the education delivered by the institutions is maintained as per the standard. Monitoring and supervision teams would be mobilized and regular reporting mechanisms would be established.
7. Prevenience would be given to enhance the public presence of the faculties and the use of KUSoED's digital platforms. Faculties are identified as important brand ambassadors to uplift the image and visibility of the School and utmost priority would be given to strengthen the communication and digital presence of the faculties. The faculties would be encouraged to regularly feature in public media. KU's digital platforms such as websites, facebook pages, LinkedIn accounts would be regularly updated with relevant news activities and facilities offered to attract prospective students.
8. KUSoED's external engagement would be expedited through school and community/society partnership activities. Community focused projects would be designed and implemented and the standard reporting system would be devised. Target would be set to reach out at least twenty local levels within the academic year.

Number of agreements signed and extension programs and activities would also be expedited coherent with the KU strategic plan. Official networking activities with the provincial and local governments would be strengthened and with least two visits to each province organized to increase KUSOED's outreach. The Schools presence at the

international arena would be further enhanced with the increase in the number of programs and agreed visits. Officials and faculties networking with the international counterparts are strengthened with participations and presentations at the international conferences and seminars.

9. The Faculty Board would be empowered in designing and launching of new programs and revision of existing curricula. Meeting of the board would be held regularly in consonance with the need to upgrade and assure the quality of the programs. At least four meetings of the faculty board would be held during the academic year.

Similarly, at least four meetings of the Research Committee would be held annually and timely amendment of the research policies would be done to resolve the issues related to the thesis and dissertations.

At least, sixteen meetings of Subject Committee would be held annually with each subject committee meeting held twice each semester to design and launch new programs, revision of existing syllabi and curricula.

10. To incorporate technology to the teaching learning and increasing the access to education, the classrooms would be equipped with interactive board with the ability to broadcast the activities from the classroom to the schools and communities. 9 such classrooms would be readied during the academic year.
11. To strengthen KUSOED's research activities, a project development activity have been taken as a mandatory activity by the school and is regularized. In line with this, each department are encouraged to develop and undertake at least one research project
12. Faculty development is given utmost priority by the school and has been taken as a mandatory activity and is regularized. Three faculties would be given an opportunity to pursue Ph.D. through joint supervision at the school.
13. To enrich the exposure of the faculty and students and to better the school's visibility, credibility and image, at least two conferences, one national and one international would be organized.

Organizing seminars and workshops has been taken as a regular part of school's operation and this would be continued. Each department would be encouraged to organize at least two workshops/seminars or symposiums in a priority issue in the academic year.

14. Teacher training has been one of the core outreach activities organized by KUSoED. Through the activity, the school has been able to contribute to the nation as a whole and the activity would be further strengthened. Each department would organize at least 15 sessions, three hours each, for teachers headteachers and other professionals.

Extending consultancy services by the faculties helps project KU's brand image at the national arena as well as ensure the faculties are shaped with necessary problem solving skills through the exposure into the contemporary market issues which is ultimately passed onto the students. Each department would be encouraged to provide at least five consultancy services to the schools, and other institutions.

15. The school aims to enrich the research culture and for the purpose, aims to conduct at least 10 project funded researches. Each Department would aim to start at least four unique and signature projects within the academic year.
16. The research publication has been recognized as a global and mandatory practice and is considered strategically important to improve the University's ranking. KUSoED and this practice would be further strengthened. Regular publication of the journal issues is ensured within the stipulated dates, review and editing processes would be continued and an indexing process for matured journals would be ensured. At least four journals, one produced by each department would be published with one peer reviewed.
17. The high tech laboratory facility is of convenience to the school. Two high tech labs would be established at Hattiban/Balkumari premise.
18. The School would also aim to organize extracurricular activities supplementing the academic activities. A mix of indoor and outdoor activities would be organized in the academic year.
19. The number of the graduates is planned to increase in the academic year with estimated number of three hundred graduates. Also, the complication in research activities would be eased through amendments in the policies.
20. Expansion to the communities would be prioritized through the extended programs and increased student enrolment in Technical Education (B.Tech – Ed).
21. Establishment of Writing and Communication Center as center as a one window engagement of trained faculties would be established to provide support to the students and to improve the quality of the students works (proposal, articles, theses, dissertations). For the purpose, required approval from the Executive Council would be received and harmonized into the annual calendar.
22. The school would extend Teachers Training Program, a certified and credited teacher training initiative through a designated center. For the purpose, required approval from the Executive Council would be received and harmonized with the annual calendar.

Kathmandu University School of Law

1. The goal of school is to add more students in the coming years while still maintaining on-time academic course delivery. Priority is also given to modernizing the curriculum and allowing pupils to participate in hands-on learning.
2. Kathmandu University School of Law will introduce Ph.D. and master's level from the august session while adding extra courses for interested students.
3. The school will arrange teacher training, seminars, conferences, and publication support to improve faculty effectiveness. The school has a vision that includes hiring new professors, including international faculties. In addition, faculty members will have access to books, journals, and conference proceedings.
4. KUSOL will develop an exchange program for faculty, staff, and students to increase its external interaction. The school will also host a networking event based on a shared research goal.
5. To enhance the brand visibility, the school will develop convenient modules for the users. Along with that, regular journal publications will be provided to readers for information purpose to let them know about the ongoing events in the university.
6. To upgrade the current infrastructure, the school will completely set up and furnish the new administrative offices in the new academic block in the central premises, as well as the classrooms. In a similar vein, the library facilities will be upgraded and maintained for the upcoming academic year. According to the needs of the university, new furniture will be added.

Kathmandu University School of Medical Science

1. Kathmandu University School of Medical Science (KUSMS) intends to carry out Fellowship training programs in Spine surgery, Gastroenterology medicine, Otolaryngology, Neonatology, Sports surgery, Dental implantology, and Gynecological laparoscopic surgery.
2. KUSMS attracts students for master's programs such as the Master of Science in Biochemistry, the Master of Science in Microbiology (Medical), the Master of Science in Physiotherapy, and the Master by Research in Preclinical Subjects (Medical).
3. Ph.D. programs in molecular and experimental sciences relating to fundamental science research will be offered to bolster the school.

4. Additional DM/MCh courses are available in pulmonology, critical care and sleep medicine, neonatology & perioperative, and critical care medicine to improve a KUSMS.
5. The Bachelor of Science in Public Health is an additional undergraduate course that will be included.
6. Kathmandu University will build the Third Phase of the Lung Center and the Mental Health Research Center to expand the facilities.

Kathmandu University School of Science

1. The curriculum of the Kathmandu University School of Science will be expanded. The introduction of specialties in the MTech, ENE, and one new MSc degree is the initial step in the expansion process. Additionally, the institution intends to run its programs off its main campus. One of the school's plans also includes making the constituent program customizable. The institution also plans to set up exchange programs for both professors and students.
2. To ensure the faculty development, the school will provide staff training and organize development events for them. Along with this, the inclusion of the recreational activities will also be held for the wellbeing of staffs.
3. The school has a plan for the growth of its infrastructure. The university's plan still calls for enhancing and expanding the current student laboratory. Additionally, KUSOS intends to construct a separate structure just for BPharm and MPharm classrooms. The installation of a display LED monitor and a digital switch in the bio information lab is also planned to ensure the establishment of digital infrastructure. Additionally, solar panel installation on the rooftop is required to support the university's green infrastructure policies.
4. To manage the financial resources, the school plans to establish a department endowment fund. Along with this, it also plans to organize international conference to generate revenue. The Organizing of international conference by the department to mark the two decades of Biotechnology Department is to be held.
5. The school will release at least 5 publications annually to ensure the continual updating of research and publications. The websites for each department will also be updated with any information that readers might need. Another idea calls for the construction of one smart classroom.
6. The school will arrange meetings with the stakeholders focusing on Nepal's biotech businesses as part of its external involvement. In a similar vein, the school will create an

alumni association to involve the graduating students. Considering this, the school's continued objective is to promote the educational fair.

Kathmandu University School of Engineering

1. The school will provide an opportunity for the faculty and students to present their research paper in national/ regional and international seminars. Along with that, the journal papers prepared by the students and faculty will also be published and made available to be read by the interested readers. The official publications like prospectus, student profile and student handbook will be published.
2. Faculties will be facilitated to continue their PhD studies while also facilitating the new faculties to join PhD in graduate and research degree programs for performance improvement. To ensure the faculty exposure, the school will provide opportunity for them to participate in international conferences, webinars, seminars, and workshops.
3. Ten administration staff will receive relevant training (external/ in house) as necessary to make the administrative sector more effective. The trainings on procurement software/ fee accounting software/ General accounting software/ English language/ IT/ MS Application program will be provided.
4. A student information management system will be introduced to ensure accurate student data. This will make it easier to keep track of the student's progress. Additionally, the building of laboratories and classrooms for the school's many programs is planned. The establishment of these labs and classrooms will give the students improved learning environments.
5. The school has planned to provide scholarships to deserving candidates. The budget has been allocated to provide scholarship to CBT topper, Semester topper, KU need based scholarship, UGC Scholarship for UG, UGC Scholarship for graduate/ MS by research/ PhD, LMTC Scholarship for Geomatics Students only.
6. 6. The school's placement cell will regularly host industry presentations for students to broaden the area of job placement. The students will benefit from having exposure to the real job market in this way. The school will also organize workshops and trainings for students in areas like employability skills and personal development to help them get ready for the workforce. The school's mission is to provide students with a practical education and real-world work experience.
7. To school will continue with their annual co- curricular signature events to engage students in the co- curricular activities.

C. Marketing and Branding Plan of Kathmandu University:

There is an urgent need to revamp the Marketing and Branding (M&B) activities of KU so that the current positioning of KU ensures consistency among the M&B collaterals that are used at present across all the seven schools of KU.

Publicity Material

The current M&B initiatives are mainly directed at making announcements for admissions. Over the years, KU has largely depended on print ads for promotion and publicity. Now, there is a dire necessity for advertising to reach the target audiences through alternative channels including YouTube and social media sites like Facebook, Instagram, and Tiktok as online promotional mediums are comparatively cost effective and can reach the target audience better. Moreover, all the promotional materials should be geared up to emphasize the availability of scholarships across schools.

Website

There is a pressing need to redesign the KU website as well to make it more user-friendly and less text-heavy. Websites of all the seven schools need to be made consistent in design and pictures and image should look more student-friendly. KU website should be more appealing to the students and information needed by them has to be made available with just a click. In addition, all the promotional ads regarding admissions across all the seven schools should be prioritized equally.

Faculty Members

Since, members of faculty act as brand ambassadors for higher education institutions, their positioning as public intellectuals becomes pertinent and imperative. Faculty members of KU need assume and shoulder the responsibilities of acting as thought leaders and expand their visibility in different formats of media through their scholarly discussions.

KU Rating and Ranking

It's no denying the fact that University ranking is determined through various parameters such as infrastructure, faculty, research and publications, placement, alumni record, and so forth. In this context, it is very much important that a systematic strategy be devised to ensure the different Schools of KU participate in various international accreditation processes such as SAQS, QS World Ranking, and UGC in Nepal.

Education Fair

Keeping in mind the dwindling admissions, KU Education Fair can be more effectively organized to ensure higher enrollment in the undergraduate programs. KU can envisage organizing such a fair on the lines of HISSAN to target the plus two graduates more favorably.

Service Delivery

There is also a need to train the members of the staff about the nuances while interacting with parents and students who come to make enquiries about admissions and other aspects. Interactional failure results in service failure that always creates and carries a negative message and image among the stakeholders.

Outreach activities

KU has been trying to reach out to different provinces and expand its programs through different kinds of partnerships and arrangements. For this, an inter-school marketing and branding committee can be initiated that can jointly go to different parts of the country to organize information sessions to inform the local representatives about the programs offered, fee structure and admissions criteria. This is important as the false notions and unfounded beliefs that KU is expensive, targets only elite class, admissions are tough to crack are cleared. KU should reposition its image as one that is more approachable and affordable.

Alumni

It is an accepted fact that a strong alumni association is the hallmark of a reputed University and any popular academic institution. All the seven schools of KU should endeavor to set up their own alumni associations and regularly share the work of highly accomplished and illustrious members of alumni in their respective social media pages. This would undoubtedly create a long term impact on branding.

Subsequent to the Alumni Meet that was held on June 5, 2022, an ad-hoc committee with members drawn from among the interested alumni can be constituted. For this, existing members of the ANKU task force can work in the capacity of an advisory.

Last but not the least, necessary and suitable "Guidelines" regarding minimum amount of contribution to be made for the creation of an Endowment Fund also need to be formulated and communicated.

D. Finance Division:

1. To streamline the accounting activities and consolidate the system across the university, Implementation of Integrated Accounting System would be done.
2. The financial statements would be reported by the schools by the end of Ashwin, 2079 and the university wide audit activities would be planned to be completed by the end of Poush, 2079.
3. The processes for budgets and annual plans would be beginning from the 1st of Magh.
4. For the capacity building of the staffs within the department, training on the Integrated Accounting software for the taxation, annual planning and budgeting would be organized. Similarly, trainings on Excel would be organized for the staffs.

To uplift the staff morale and improve the staff engagement and well-being, refreshment programs would be organized.

5. To facilitate a high quality work life at the department, ergonomic working environment would be developed and the existing rooms would be restructured and necessary equipment added.
6. The status of the incorporated technology in the university finance system would be bettered. Implementation of integrated software would be done to facilitate online payments and online fee deposits.
7. Regular meetings would be organized within the department and across the organization.
8. A dedicated technical person would be assigned for the implementation of Integrated Accounting Software in coordination with HR Team.

E. Central Library:

Infrastructure Development:

1. Upgradation of Computers at library:

- **Service Computers** at the central library are almost more than decades old which are troubling regular services as well as library software updating. These computers need to be replaced with new updated versions.
- Ten (10) Client Computers will be added to the central library for the use of Students and faculty to access library e-resources.

- One Colour Printer will be added to service section for plagiarism detection service.
- One set of server will be added in the library for e-library and archiving (Integration) for central library system.

2. Furniture:

- The reference section has only nine (9) reading tables. At the ground floor also, some space is available. Thus, Ten (10) reading tables will be added to the central library to avail reading space to more students.
- One table (with drawer) will be kept at the Checking Counter.
- Three (3) Archive Racks (with glass cover) will be added in the Archive room to display historical documents of the university properly.

3. Other Operational Activities:

- A **Euro Guard** will be installed at the central library (outer side) to cater pure drinking water to the library users.
- The **meeting hall** of the central library (at first floor) will be renovated with eco proof acoustic roofing and **video conferencing system**.
- **CCTV** will be installed in the library to assure fare

F. Information System Management Section (ISMS)

Infrastructure Development:

- One set of Server for backup (dns, web, databases) and upgrading server.
- The internet dependency needs to be distributed into at least two ISPs for consistency and reliability.
- Underground of Currently Overhead Optical Fiber Cables.
- Design and Implementation of IT Policies.

Information System/Network Management:

- First level of security using secure shell implement (eg. https) yearly subscription base.
- Deployment of new website CMS to all schools and departments.
- Integration of all currently available database and Information Systems into a single gateway platform.
- The whole internal network needs to be upgraded into 1 Gbps by replacing all the older devices and equipment.
- Internet bandwidth (current 250 Mbps) should be increased gradually as per future requirement and demand of internet usage.
- Implementation of User Authentication Services for application and wireless access.

Human Resource Development:

- Staff training and development.
- Design ISMS structure, develop specific TOR and hire staff.

G. Office of the Controller of Examinations

Office of the Controller of Examinations (OCOe) is located at the Center premises of Kathmandu University. It has two other sub division offices located at Chaukot, Dhulikhel and Balkumari, Lalitpur. In coordination with these offices, the different exam activities are carried out as a routine manner all over the year. For the year 2079/2080, following activities will be carried out:

1. Conduction of end-semester/ yearly examinations and following compartmental examinations of different programs offered under seven schools as per the academic calendar in coordination with the respective schools and publish the examination results as early as possible.

2. Preparation and distribution of different academic certificates and or documents (like gradesheets/marksheets, transcript, provisional certificate, migration certificate, degree certificate, and other academic certificates and documents) would be done as per the requirements
3. The verification of the academic credentials would be done regularly.
4. Improved version of the registration system would be implemented for the registration of newly admitted students in different academic programs.
5. Preparation of grace list for the convocation would be done and the degree certificates would be prepared based on the grace list approved by the Academic Council.
6. Online exam registration system would be implemented for admit card generation and internal marks would be entered through intranet.
7. Implementation of a multiple choice and subjective question bank system would be done to facilitate medical school exams, in the first phase, the system will be implemented for the MBBS program.
8. The exam management system would be updated and improved.
9. The EMIS system would be optimized to be made available to other stakeholders/concerned departments through the intranet.
10. Digitization of physical academic documents would be done and digitally archived.
11. Improvements would be done to the online exam forms with automated payment systems.

H. Technical Training Centre:

Academic Activities:

TTC shall conduct academic courses, laboratory works, workshop practices, and student project works for students from various departments from different schools of KU with the following description. Expected financial revenue from the academic component of TTC is NRs 9,510,000.

1. Basic Mechanical Workshop

- Workshop practices (ENGG 101) to first-year undergraduate students from the SoE and the School of Science (SoS). The course shall be offered upon request from the concerned department through school, with an estimated number of students being 600.

2. Engineering Project Works

- Engineering workshop (ENGG 102) to first-year students from SoE. The course shall be offered upon request from the concerned department through school, with an estimated number of students being 420.

3. Welding shop and machine shop

- Welding shop and machine shop (MEEG 211) to the second-year mechanical engineering students shall be offered in collaboration with the Department of Mechanical Engineering. The estimated number of students for the course is 120.

4. Automobile lab

- Automobile lab for mechanical engineering students shall be offered in collaboration with the Department of Mechanical Engineering. Estimated number of students for the course being 120.

5. Student project works

- Student project works for undergraduate students from the first year to the fourth year shall be conducted in collaboration with concerned departments. The majority of student projects are from Mechanical Engineering. However, student project works from other departments shall also be facilitated.

6. B.Tech. Ed in Electrical Engineering

- The BTech Ed program in Electrical Engineering shall be conducted in collaboration with the School of Education (SoEd). The program shall be owned by SoEd and TTC shall take the lead for the technical component of the curriculum. The expected number of student's intake in the program shall be 30. For further support to the program, TTC shall seek technical and financial support from Government and non-government agencies from the country and abroad.

7. Student activities

- Kathmandu University Robotics Club (KURC) shall be brought under the authority of TTC and facilitate student activities related to robotics and R&D in the field of electrical and mechanical engineering.

Training Component:

TTC will provide a range of training, workshops, and seminars consistent with KU's academic programs and geared toward locating and meeting regional needs. Both the length and intensity

of the training shall be subjective and shall be governed by nature, level, funding, and target group. Expected financial revenue from the training component of TTC is NRs 1,700,000. Based on time duration, the training shall be categorized as the followings:

1. Short term (1 week to 1 month).
2. Medium term (1 month to 3 months).
3. Long term (3 months to 6 months).

Based on type and participation, the training shall be categorized as the following:

1. Professional training for engineers and scientists.
2. High-level specific training to faculties and staff of KU as well as to other institutions.
3. Skill training for undergraduate students.
4. Skill training to the local community.
5. Skill training for youth and future professionals.
6. Awareness training for the local community.
7. Hands-on training to school students from level 8 to 12.
8. Career counseling training to school students from +2 levels.
9. Vehicle driving and troubleshooting training to faculty, staff, and students of KU.

The majority of training shall be conducted with financial assistance from external sources and TTC shall work with local, regional, and national Governments, businesses, non-government organizations, and other funding sources to secure support and funding opportunities.

To facilitate training work, TTC shall upgrade existing facilities and infrastructure (meeting room, seminar hall, and physical/technical resources) using internal fund of TTC.

Service component

TTC shall provide technical services to various departments, units, and centers of the University based on requests and instructions from authorities. Ongoing services being offered by TTC shall be continued. Expected financial revenue from the service component of TTC is NRs 8,950,000. The summary of services that TTC shall offer is the following.

1. Manufacturing service

- Furniture manufacturing
- Manufacturing results of R&D and student projects.
- Prototyping of design components

- Manufacturing of custom equipment to fulfill local/community needs and mitigate problems.

2. Recycle/reuse centre

- TTC shall establish and operate recycle/reuse center to serve the school, department, units, and members of the university family by providing technical and physical equipment/tools/resources by repairing/reinforcing/augmenting phase-out resources.

3. Maintenance of vehicle used for internal purpose of KU

4. Management of fuel distribution system.

5. Technical support to Management Service Division

- **Solar power system:** TTC shall manage power distribution, maintenance, and control of the existing solar power system at Block 8 and Block 9. Furthermore, TTC shall monitor and record savings in NEA energy costs using solar power.
- **Generate operation and maintenance:** TTC shall monitor the status/operation and provide technical support for upgrades and maintenance.
- **Central powerhouse:** TTC shall provide technical assistance for establishing the central powerhouse and shall operate the powerhouse to ensure reliable and managed power supply to the central campus.
- **Technical support to other schools/units/departments:** TTC shall function as a central hub to provide technical support to all schools/units/departments for issues related to primary and backup electrical power.
- **Power maintenance service:** TTC shall perform planned and unplanned maintenance for the power system at the central campus and further shall recommend system upgrade/expansion in coordination with the management service division.

6. Consultation Services:

- Coordination with departments and centres of KU and providing consultation services to Government/private-owned organizations.
- Project design/technical assistance to National and regional level projects and programs.

- Site validation and testing of project components.

I. Human Resources Division:

The University's Human Resources Plans and practices would be developed and implemented with the guiding principles of capacity development, productivity, accountability, fairness, involvement and quality work environment.

Human Resources Policies:

The principles would be translated into HR policies in alignment with the University's mission.

The HR policies would be as follows:

- Individual, team and organizational performance will merge with the University vision, mission and strategy.
- Acquisition, utilization and development of employees will be in a planned way as dictated by the strategy of the university/ school.
- HR decision will be based on merit and School's approved plans and strategies.
- Systems will be developed to facilitate the HR functions and processes.
- Comprehensive HR database will be built and maintained for institution memory.
- Workforce diversity will be maintained.
- Multitasking and multiskilling will be emphasized.
- Investment on HR capacity development will be done in accordance with approved plan and strategy.
- Workforce size will be compact; outsourcing will be done to compensate the staff needs.

Focus of HR for the academic year:

- Strengthening and development of HR data system
- Capacity development of Non-Teaching

Activities Plan & Targets

1. Capacity Development

Employee capacity building would be at the core of the Human Resource Plan for the academic Year. In this regards, following activities would be carried out:

- Conduct training need analysis and organize training for Non-Teaching staff. Prepare post training evaluation report.
- Identify the training needs- generic and specific training requirements and design the training program accordingly.
- At least 70% of the non-teaching staff are trained and retrained.

2. Training and Development

Trainings would be designed and implemented in accordance with the needs identified. The areas of the trainings would be as follows:

- English language training for Attendant and Support Staff
- Taxation and procurement related
- Office Management
- Supervisory role and motivation
- Leadership
- Technical related
- Others

3. Job Analysis and Job Description

- Analysis of the administrative HR need of the University would be conducted to prepare job listing, identification of the nature of the job would be done and work load analysis would be conducted. The HR rationalization would be done.
- Job description of all the non-teaching staffs would be revised and issued.
- 80% of non-teaching staffs (Band system) would be provided with revised job descriptions.

- Required assistance would be provided in preparing the TOR for position holders eg. Associate Dean, Directors, Associate Directors and others and issue the TOR.
- The work load and job description (what consists of Teaching, Research and Services) of faculty would be reviewed and prepared.

4. Orientation

- Least two areas that need to be oriented (HR Related) would be identified.
- Orientation programs for teaching and non-teaching would be prepared and implemented.

5. Performance Appraisal

- Plans and programs for effective implementation of the online appraisal would be devised
- Analysis of the appraisal trends would be done to identify the problem and the solutions to address them would be recommended to the decision makers.

6. Pay system

- Independent operation of the pay system would be done within 6 months

7. Recruitment and Selection:

- For the contract positions, the recruitment process would be done as per the requirement of the schools and it would be completed within 21 months with the process starting at the start of the semester.
- The Selection Committee would be responsible for the recruitments of permanent positions and the planning and budget allocated for the recruitment and selection would be transferred to the committee after its formation.

For the permanent position, as per the nature of the position, required office would be setup, systems would be developed and required recruitment and selection processes would be administered.

8. Exchange Visits:

To provide the exposure to the staffs and faculties, exchange visits would be prioritized. In this regards, following activities would be undertaken:

- The exchange programs available for the University would be identified. (E.g. Erasmus Mobility and others)
- Process for the mobility would be initiated for at least 4 staffs in a year as per the guidelines.
- The area for observation visit and plan would be identified and programs would be developed for the visit. Identification of the area and staffs for the visit would be done with at least one observation for 7 staffs.

9. Upgradation of HR System:

The HR system would be upgraded to incorporate:

- Medical Insurance Form
- Seat Reservation Form
- Quarter Accommodation
- Long Term Study Leave Request
- Loan Request Form

10. Website

- The HR website would be designed and updated.
- The HRIS system would be updated and optimized with effective reporting system such as employee Academic summary report, Long term leave report, Study nomination report,

11. Staff Development:

- At least 2 staff would be enrolled in higher study (EMBA, Post graduate).

12. HR Audits:

- The HR audits would be regularized with standardized processes.

13. Employee Loans:

- Follow-up on the loan distribution would be done.

14. HR Handbook:

- HR Handbooks would be prepared and finalized

15. HR Surveys:

- The HR surveys would be regularized through the identification of the target areas.

16. Attendance and Leave Report:

- Annual and monthly attendance and leave reports would be generated.

17. Other Activities:

- HR Directives and guidelines would be prepared as per the requirements.
- The database of Interns would be prepared and maintained

J. Infrastructure Development

1. The construction of the Geomatics Engineering Block at central campus, Corporate Building (IT/Biotech) at Southern Land of KU Complex and Physiotherapy Block at Rampur Danda, Dhulikhel is to be carried out in this academic session. These newly planned infrastructures are assets of the university which will facilitate the faculty and students for academic purpose. In addition, the electrification works at Multipurpose Hall and Construction of the Yogic Science Complex is also to be done in this academic session.
2. Projects that are near completion are the extension of Hostel blocks 31D and 31E, construction of new building block A at Hattiban Complex, and Construction of Centre for mental health at Rampur Danda. These projects will be completed according to the time allocated in the budget plan.
3. The construction of the academic block at Southern land of KU Complex and Chaukot Complex, construction of environment lab Block 28B would be completed and come into operation. Along with this, the finishing works for the construction of Balaram and Tara energy block would be completed within the year.
4. The repair and maintenance work for the central office would be carried out regularly as per the budget allocation.

5. As per the agreement between KUSMS and the local community, the materialization of a 50-bed capacity community hospital would be done at KUSMS premises in Chaukot by the utilization of existing infrastructure and human resources.
6. A Master Plan and an Infrastructure Road Map of KUSMS, Chaukot premises would be developed finalized.

K. Monitoring and Evaluation

Monitoring and Evaluation (M&E) Division is newly established division at the office of the Vice Chancellor to maintain overall quality of the university and enhance its academic as well as research strength. The major aim of the Division is to plan and design the M&E systems, prepare operational policies, norms, standards, formats and procedures and develop monitoring indicators and evaluation parameters of the university.

OUTPUT TARGET, PERFORMANCE MEASURE AND MEANS OF VERIFICATION

1. Planning

Annual meeting for the evaluation of the current year activities and the planning of next fiscal year would be organized.

2. Implementation

- i. For the quality improvement in academic activities of all schools
 - Visits would be organized to the schools and interactions would be carried out with the Deans, HoDs, faculties (2-3 numbers) and students (5-7 numbers) to identify the overall quality gap in all the schools.
 - Faculty performance would be identified along with the inherent problems and challenges
 - Studies on faculty motivation would be carried out.
 - Infrastructure status and physical facilities would be monitored.
- ii. Monitoring of the Research project output and its practical as well as social contributions:
 - Visit to Office of the RDI and Finance Section (Project) to identify the existing status of the projects and learning of their impacts would be conducted.
 - Study of the Research and Development opportunities in the university would be done.
- iii. Identification of the student issues to enhance academic quality would be done.

- Collection of the constructive feedback from students of entire schools would be done.
- Meeting with director of the students council would be carried out.
- iv. Planning and design of the monitoring and evaluation system would be done
 - Cases of few reputed universities would be studied.
 - Study of some research papers relating to planning and designing of M&E system that can be applicable to university system would be carried out.
 - Suitable M&E system for Kathmandu University would be proposed.
- v. Preparation of operational policies, norms, standards and procedures
 - Operational policies, norms, standards and procedures, appropriate to Kathmandu University would be recommended.
- vi. Development of monitoring indicators and evaluation parameters
 - The indicators and parameters will be developed and suggested based on scientific study.
- vii. Monitoring of the work progresses
 - Work progress on construction and physical activities will be monitored in cooperation with Physical facilities and CED Division.
- viii. Quality Assurance and Accreditation (QAA) of Kathmandu University
 - In cooperation with QAA team of Kathmandu University, the monitoring of Quality Assurance and Accreditation (QAA) would be carried out.
- ix. Activities monitoring of global engagement
 - An activity report will be collected from Global Engagement Division (GED) to monitor entire activities of GED.
 - A detail interaction will be done with the Director- GED
- x. Activities monitoring of community engagement
 - An activity report will be collected from Community Engagement Division (CED) to monitor and evaluate the entire activities
 - A detail interaction will be done with CED

3. Evaluation

- Quarterly review will be done to evaluate the activities and performance. Targets will be revised as per the evaluation done.
- Year-end evaluation would be done to review the programs with the projected plan and budget.

L. Regular/ Other Activities:

1. The University's policies and regulations would be formulated as per the needs of the university. Similarly, the existing policies would be reviewed and updated as per the necessity.

2. The decisions of the university's Senate, Board of Trustees, Executive Council and Academic Council would be implemented.
3. The rates at the university's canteen would be revised and the existing resources would be properly managed to provide better services to the students.
4. Through the Directorate of Research, Development, and Innovation, research projects will be developed in accordance with KU's vision, mission, and strategies. Students and faculty will also receive the support and motivation they need to conduct research by way of a clear research policy and effective administrative processes.
5. The state-of-the art technologies would be incorporated to supplement the university's security management system.