

Campus code: 631

Tribhuvan University

# **Bardibas Janata Multiple Campus**

**Bardibas - 14, Mahottari**



## **EDUCATION MANAGEMENT INFORMATION SYSTEM (EMIS)**

**REPORT OF HIGHER EDUCATION 2082/2083 (B.S.)**

**Prepared by**

**EMIS Unit, BJMC, Bardibas**

**Date: - 2083/01/02**

**E-Mail: [bjmc2064@gmail.com](mailto:bjmc2064@gmail.com)**

**Website: [www.bjmc.edu.np](http://www.bjmc.edu.np)**

## Forward

The education management information system (EMIS) report for the year 2082/083 BS, published by Bardibas Janata Multiple Campus, serves the purpose of informing to the stakeholders of a BJMC about the statistics and information about the campus. This report provides valuable information on student's enrollment, physical status, pass rate, research activities, financial activities, scholarship, and extracurricular activities.

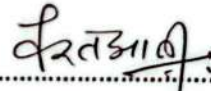
The EMIS report reflex the collaborative efforts of educator, administrator and stakeholders who understand that the foundation of a thriving society lies in a well-educated populace we hope it helps for measuring educational outcomes.

In terms of campus enrollment, the enrollment is 1148 the total no of pass students is 135 and out of 49 males and 86 females in annual program of Bachelor's degree. In terms of graduate students there are 105 students graduate. The campus has 22 teaching faculties and 6 non-teaching staffs.

Finally, we extend our hurt felt to all those we have played a role of this report. Moreover, we would like to acknowledge and commend exceptional contribution of hardworking staff of the EMIS unit of BJMC.



Chet Bahadur Khadka  
Campus Chief  
BJMC



Bharat Bahadur Hamal  
Chair Person  
CMC, BJMC

**Chet Bahadur Khadka**  
**Campus Chief**

## ACKNOWLEDGEMENT

We are thankful to the Bardibas Janata Multiple Campus' administration for appointing the EMIS team with a responsibility to manage, systematize and public overall data of BJMC. As per the assigned responsibility, the EMIS team has prepared this report which consist the information related to academic progress, economic activities, and students and teachers record. This report is the result of the collective efforts of the EMIS team as well as the teaching and non- teaching staffs of the campus.

We would like to extend our sincere gratitude to Mr. Bharat Bahadur Hamal Chair Person of CMC and Mr. Chet Bahadur Khadka, Campus Chief for his encouragement and advice to prepare this report. Similarly, we are indebted to SAT Coordinator and RMC Coordinator for his proper guidance and support while preparing this report. We also acknowledge the students of this campus for responding to the queries of our team members.



EMIS Unit

## ABBREVIATIONS

BBS : Bachelor of Business Studies

B.Ed. : Bachelor of Education

DOE : Department of Education

EMIS : Education Management Information System

GER : Gross Enrollment Ratio

GPI : Gender Parity Index

HE : Higher Education

MBS : Master of Business Studies

M. Ed : Master of Education

BJMC : Bardibas Janata Multiple Campus

STR : Student Teacher Ratio

UGC : University Grants Commission



## Table of Contents

	Page Number
1. Cover page	i
2. Forwards	ii
3. Acknowledgement	iii
4. Abbreviation	iv
5. Table of Contents	v
i. section one : Introduction	1-2
ii. Section Two: Campus Level / Faculty and Program	3
iii. Section Three: Students Enrollment in the Campus	4-5
iv. Section Four: Exam appear and Pass Rate	6-7
v. section Five : Graduates	8
vi. Section six: Gender Parity Index (GPI)	9-10
vii. Section seven: Financial aspect of the Campus	11-13
viii. Section Eight: Teaching and Non-Teaching staff's details	14
ix. Section Nine: Students Teachers ratio.	15
x. Section Ten: Recent Trends	16-18
xi. Section Eleven: Annex (Summary Enrollment by level, Faculty, Program, Gender and caste ethnicity.)	19-24



## SECTION 1 INTRODUCTION

### **Briefly introduction of campus**

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

The EMIS in BJMC aims to provide updated information of the education system in the campus. This is our first attempt to bring out such a comprehensive report of statistical information. The main purpose of this volume is to provide adequate, accurate, timely and reliable data to the education stakeholders.

This report comprises information about student enrollment, pass graduates, gender parity index (GPI), teaching and non-teaching staffs, academic department and programs, research and publication.

### **Organization of the Report**

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

*Signature*



## Methodology

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



## SECTION 2

### Campus Level, Faculty and Program

Bardibas Janata Multiple Campus has 2 academic level, Bachelor and Master with two Faculties, Management (Bachelor of Business Studies) and Education (Bachelor of Education) with a same two programs. Each aims to offer an excellent teaching learning and research environment in a wide-ranging variety of fields.

#### **Faculty of Management**

The Faculty of Management aims to provide higher education to students for academic and professional pursuits in business, industry, and government. It produces dynamic and innovative entrepreneurs capable of promoting business and industry for the socio-economic development of Nepal. This faculty was affiliated by Tribhuvan University in 2064 BS. The faculty offers the following programs and subjects:

Bachelor Level: English, Accountancy, Marketing, Finance, Economics, Principle of Management, Statistics.

#### **Faculty of Education**

The Faculty of Education is the leading institution in producing dynamic and innovative future teachers, and education educators/trainers in Bardibas and neighbor districts. The faculty has good relationships with educational institutions such as schools and colleges in the district, and has been a leader in educational developments till the dates.

The faculty offers the following programs and subjects:

B.Ed.: English, Nepali, Population



## SECTION 3

### STUDENTS ENROLLMENT IN THE CAMPUS

The students enrolled in the campus were from diverse socio-economic and geographical background. Majority of them were from low socio-economic background. The campus has become a reliable higher education institution for the students from disadvantaged groups including woman, dalit and ethnic groups. The enrollment rate in its bachelor in 2082/083 showed that the campus enrolled more students from these communities. It has become a center for higher education to the students from the neighbor districts like Mahottari, Dhanusha, Sarlahi and other neighboring districts. However, students enrolled in the campus throughout the country.

The number of female students is far higher than male students. Similarly, the majority of the students from ethnic communities were higher than other groups. The details of the students' enrollment in 2082/083 have been presented in the following tables and figures.

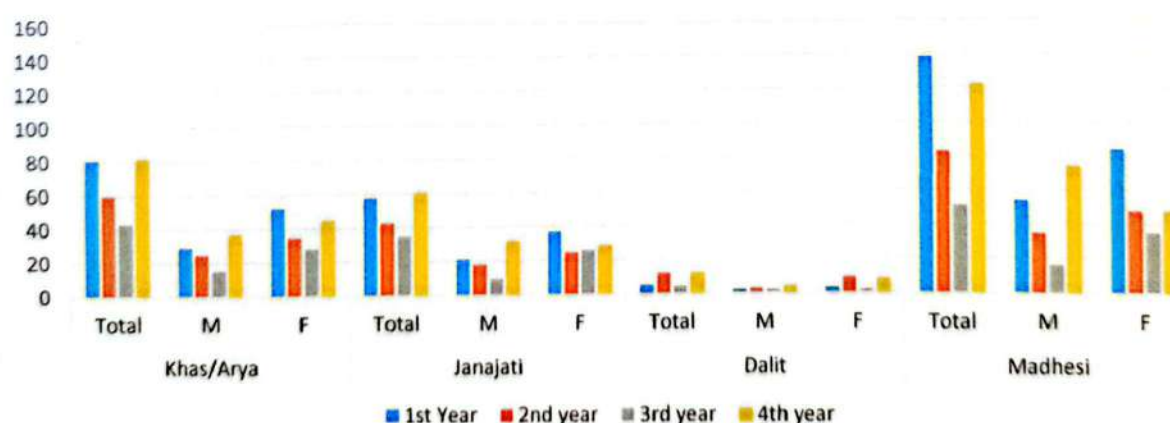
#### 3.1 Faculty wise student's enrollment

There are two faculty of Bardibas Janata Multiple Campus i.e. namely Management and Education.

##### 3.1.1 Students enrollment in Management Faculty 2082/ 083

S.N.	Class	Khas/Arya			Janajati			Dalit			Madhesi			Total
		Total	M	F	Total	M	F	Total	M	F	Total	M	F	
1	1st Year	81	29	52	58	21	37	5	2	3	138	54	84	282
2	2nd year	60	25	35	43	18	25	12	3	9	83	35	48	198
3	3rd year	43	15	28	35	9	26	4	2	2	51	16	35	133
4	4th year	82	37	45	61	32	29	12	4	8	122	74	48	277

**Students Enrollment in Management Faculty**



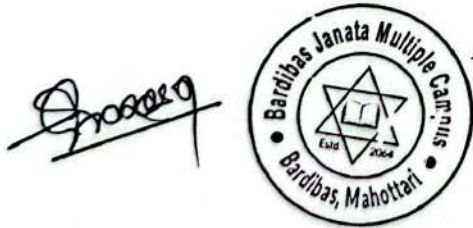
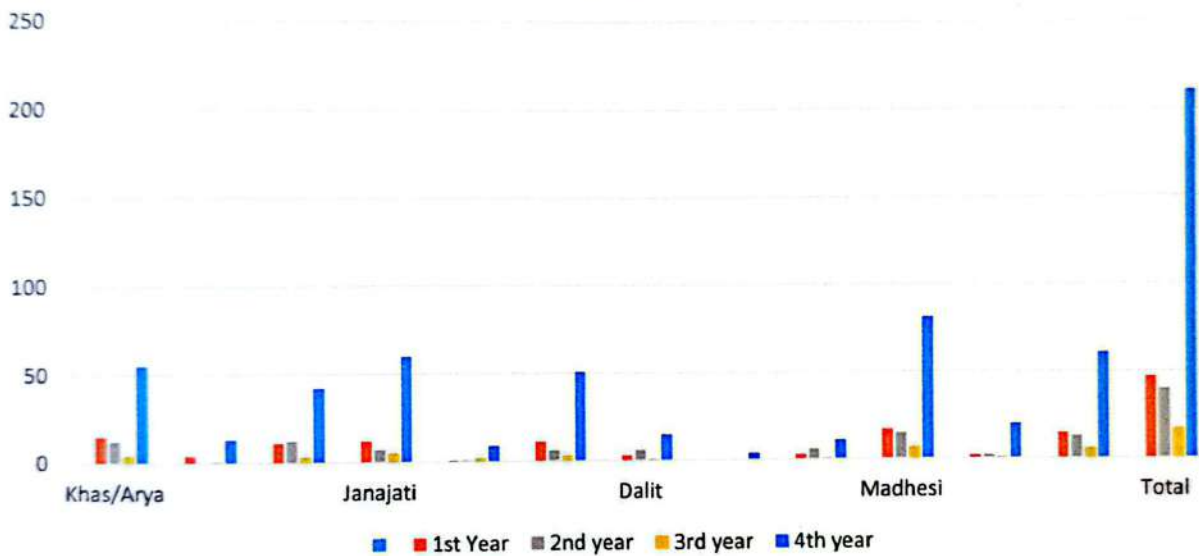
*[Handwritten Signature]*



### 3.1.2. Students enrollment in Education Faculty 2082/083

S.N.	Class	Khas/Arya			Janajati			Dalit			Madhesi			Total
		Total	M	F	Total	M	F	Total	M	F	Total	M	F	
1	1st Year	15	4	11	12	1	11	3	0	3	17	2	15	47
2	2nd year	12	0	12	7	1	6	6	0	6	15	2	13	40
3	3rd year	4	1	3	5	2	3	1	0	1	7	1	6	17
4	4th year	41	8	33	44	3	41	11	2	9	60	14	44	156

Students enrollment Education Faculty Ethnicity Group-  
2082/2083



## Section- 4

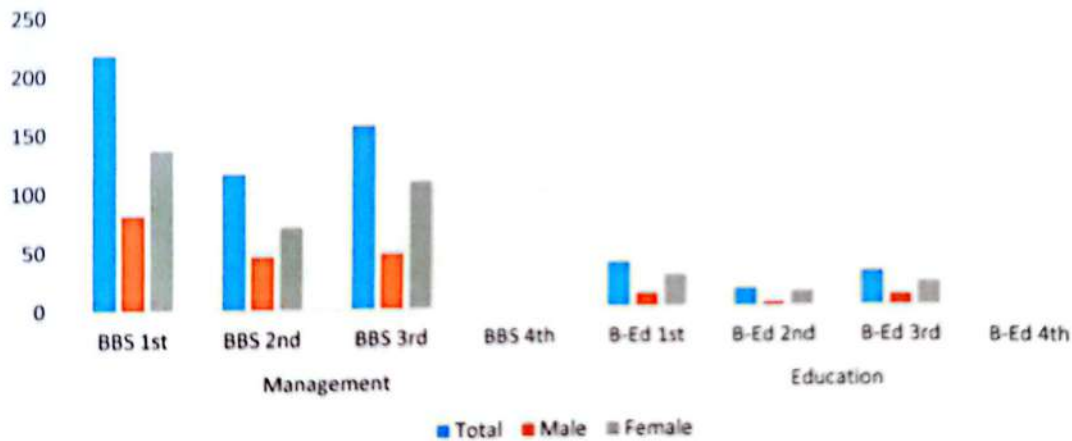
### Exam appear and Pass Rate

This section presents the exam appear and pass rate of final examination of different programs and level of the campus in Exam year 2082.

#### 4.1. Exam appear

Faculty		Number		
		Total	Male	Female
Management	BBS 1st	218	81	137
	BBS 2nd	117	46	71
	BBS 3rd	158	48	110
	BBS 4th	No Exam held		
Education	B-Ed 1st	38	11	27
	B-Ed 2nd	15	3	12
	B-Ed 3rd	29	9	20
	B-Ed 4th	No Exam held		

**Students Exam Appear- 2082**



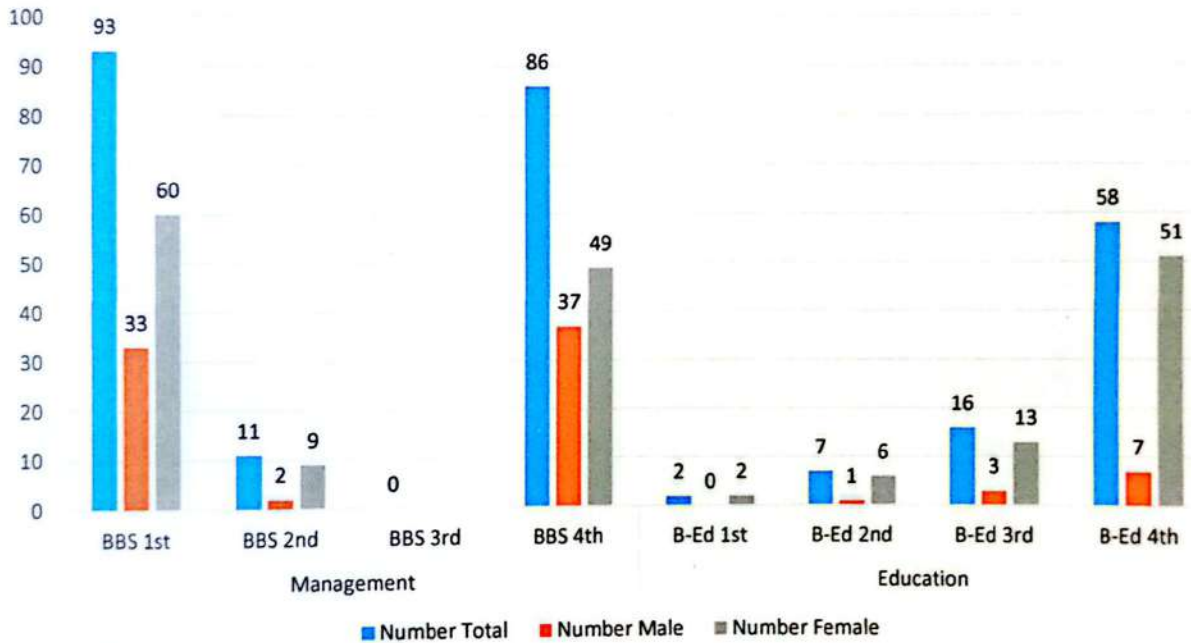
*Signature*



**4.2 Year wise Pass out students 2082**

Faculty		Number		
		Total	Male	Female
Management	BBS 1st	69	25	44
	BBS 2nd	58	22	36
	BBS 3rd	Result waiting		
	BBS 4th	No Exam held		
Education	B-Ed 1st	7	2	5
	B-Ed 2nd	1	0	1
	B-Ed 3rd	Result waiting		
	B-Ed 4th	No Exam held		

**Faculty and Class wise Pass out students 2080**



*[Handwritten signature]*



## Section- 5

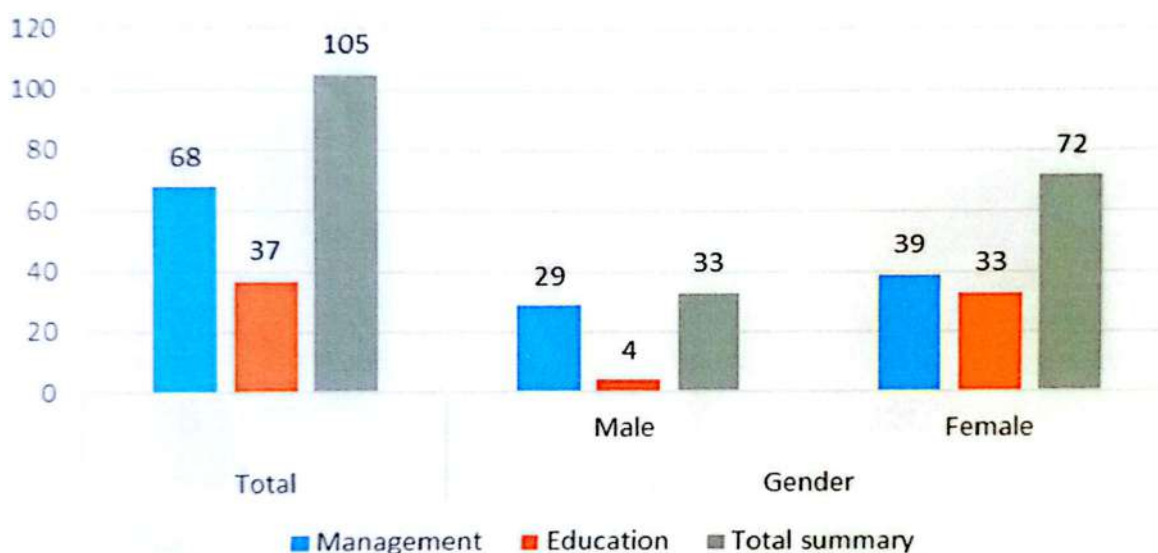
### Graduates

This section provides graduates of the campus according to the level of Management and Education. The following table shows the total number of students in different levels from BJMC in 2024AD (2081 BS)

Table 5.1 graduate's students with Gender.

Faculty	Program	Total	Gender		Status
			Male	Female	
Management	BBS	68	29	39	Regular
Education	B-Ed	37	4	33	Regular
Total summary		105	33	72	

### Graduate's students with Faculty and Gender



Above table and bar diagram Present the number of students who graduated in 2024 A.D. 105 students are graduated in 2024 A.D. from different faculty and program. Out of these, 68 students are graduated in Bachelor of Business Studies and 37 students are graduated in Bachelor of Education.



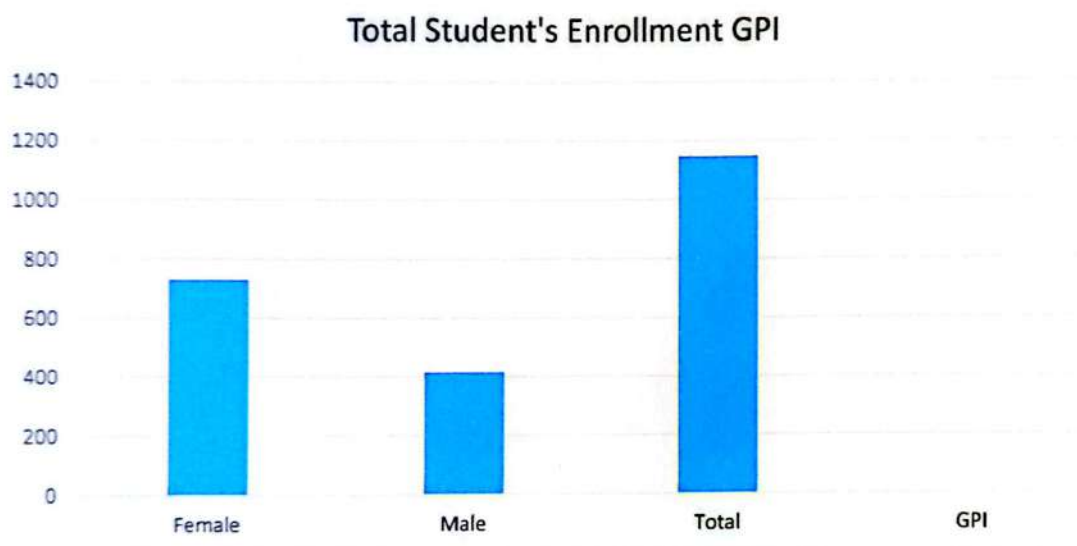
## SECTION 6

### GENDER PARITY INDEX (GPI)

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

Table 6.1 Total student's enrollment GPI

Female	Male	Total	GPI
731	417	1148	1.75



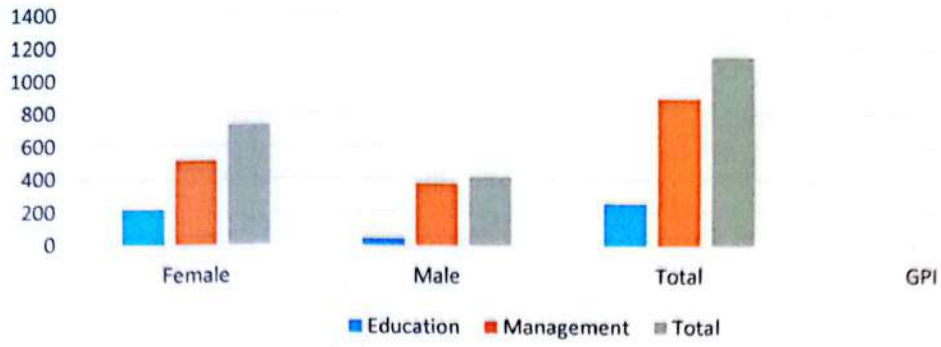
In 2022, the GPI in Bardibas Janata Multiple campus is 1.75, which mean there is disparity in favor of girls compared to boys' enrollment.

Table 6.2 Student enrollment faculty wise GPI.

Faculty	Female	Male	Total	GPI
Education	217	41	258	5.29
Management	514	376	890	1.37
Total	731	417	1148	1.75



### Student's Enrollment Faculty wise GPI



Above table and bar diagram shows the aggregate GPI of BJMC, 1.75 and Table 6.2 shows the faculty wise GPI of BJMC i.e. 5.29 of Education and 1.37 of Management.



## Section - 7 Financial aspect of the Campus

Bardibas Janata Multiple Campus, established on 2064 from communal effort, is a non-profit community based campus, placed in Madhesh Pradesh, Mahottary district in Bardibas Municipality-14. The Campus was leaning on Janta Secondary School for Physical management. (Classroom, Furniture, playground, drinking water, rest room and so on). From 2070 BJMC has succeed to carry on physical management by itself.

We would like to express our gratitude for the great support of UGC, Bardibas Municipality, Madhesh Pradesh government and others organization as well as those all helping hands, who assist us to manage physical source. The main income source of the campus is student's fee.

### 7.1 Physical status of campus

The physical status of a campus as follows:

A. Land - 1107.33 sq /mtr. , 6 Kattha

B. Building:-

i) Block A;

- Number of Floor- 3
- Office Room - 1
- QAA Room - 1
- Department Room- 2
- Changing Room- 1
- Computer Room- 1
- CMC Room -1
- Exam Section Room- 1
- Account and Administration Room- 1
- Teaching Room- 25

II) Block B

- Number of Floor -3
- 1st floor - Canteen
- 2nd floor - Library
- 3rd floor- Seminar Hall

C) Toilet;

- Number of Students and staff toilet - 9

D) Furniture;

- Number of furniture- 234
- lecture desk- 15
- white Board- 24
- No. of table- 27
- sofa set- 43



- news rack - 1
- steel cupboard- 28
- rack - 19
- Chairs- 79
- Reception desk- 2
- E) Computer and equipment
- computer desktop-34
- laptop-7
- CC camera -23
- Projector- 7
- Printer and photocopy machine- 6
- Bar code reader- 2
- Led TV - 1
- Smart board - 8
- attendance Machine- 1
- Router- 3
- Fan -96
- Electric Kettle- 2
- Euro Gurd water Filter- 2
- Inverter - 2
- Inverter Battery - 2
- Sound box- 1
- LED bulb- 58
- F) Sport materials
- shotput- 2
- volley Ball -2
- football- 2
- Javling throw -2
- Badminton racket - 4
- G) Book

**7.2 Income and Expenditure of Campus for last three years.**

**7.2.1 Income of campus fiscal year 2079/80, fiscal year 2080/81 and fiscal year 2081/2082**

S.N.	Income source	fiscal year 2079/80	fiscal year 2080/81	Fiscal year 2081/2082
1	students fee collection	18143695	14944000	20625430
2	income from land office and miscellaneous income	491360	483990	999410
3	Interest from Bank	94425.89	51428.29	126023.18
4	canteen income		16200	28800
5	Academic member entry fee	190000	480000	280000
6	UGC Grants			

*[Handwritten signature]*



a	Regular grants	2170000	2170000	2205000
b	Equipment / furniture purchase grants		1000000	1000000
c	Book purchase grants	850000	-	-
7	TU exam conducting income and Municipality income		349154	1228720

**7.2.2 Expenditure of campus of fiscal year 2079/80, fiscal year 2080/81 and fiscal year 2081/2082**

S.N.	Expenditure Title	fiscal year 2079/80	fiscal year 2080/81	fiscal year 2081/82
1.	Salary	10529202	10461059	12780142.80
2	administrative expenses	1909244	1879969	2218367.27
3	Travelling expenses	162200	252100	260700
4	<b>TU fee deposit</b>			
a	Teaching Practice fee	10200	13200	15550
b	Registration fee	196000	104000	183500
c	TU examination form fee	712860	1007955	1993800
d	TU service fee	167950	120750	499300
5	<b>Internal exam and practical exam expenses</b>			
a	internal teaching practice expenses	77300	83000	62800
b	Internal practical examination expenses		314850	621715
c	Internal and external examination	428639	346725	635453
6	Repair, Maintenance and cleaning charge	164490	224810	71690
7	Capital expenditure	2266896	2262166	2913432

*Shree*



**Section - 8**  
**Teaching and Non-Teaching staff's details**

**8.1 Introduction**

This chapter provides information about the number of teachers in different faculty. Bardibas Janata Multiple Campus places a high priority on creating an environment that enables teaching and non-teaching staffs to perform their best job. The campus appreciates the contribution of all its faculty member in making the campus highly reputed educational institution.

**8.2. Teaching staffs: faculty and gender wise**

S.N		Full Timer		Part Timer	
		Male	Female	Male	Female
1.	Management	6	1	1	0
2.	Education	5	2	5	2
	Total	11	3	6	2

Table 8.2 shows the number of faculty member in different faculties. In management faculty 8 members are engaged similarly in education faculty 14 members are engaged.

**8.3 Non - teaching staffs.**

Full Timer	
Male	Female
5	1

Table 8.3 shows the information of Non-Teaching staffs Male 5 and Female 1.

**8.4 Faculty wise, Faculty member according to their academic degree in B.S. 2081**

S.N.	faculty	No. of faculty member having			Total
		P.HD	M.Phil.	Master	
	Faculty of Education			14	14
	Faculty of Management		1	7	8

Table 8.4 Provide the information about the faculty member's academic qualification.



## Section - 9

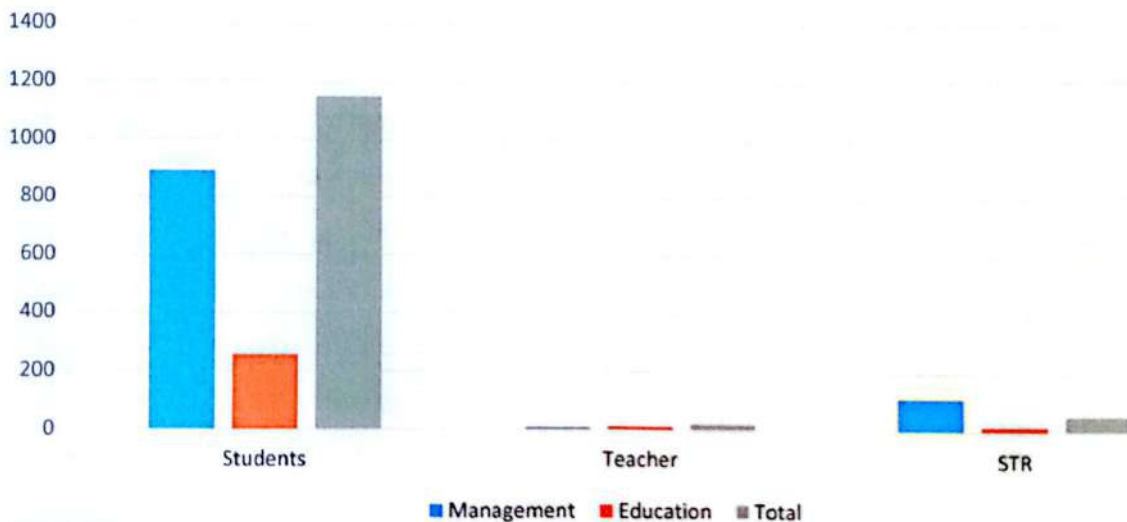
### Student Teacher Ratio

Student teacher ratio (STR) measures the average number of students per teacher. it is calculated by total number of students divided by total number of teacher. In this chapter STR of the campus and STR of the campus of the faculty are presented.

#### 9.1 Student to Teacher Ratio in different faculty

faculty	Students	Teacher	STR
Management	890	8	111.25
Education	258	14	18.43
Total	1148	22	52.18

Student to Teacher Ratio in different Faculty



Above table and bar diagram shows the STR of the campus overall and on the basis of faculty, the overall STR of the campus is 52.18 it indicating that on average one teacher is allocated to 53 students.



## Section - 10 Resent Trend

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

The EMIS in BJMC aims to provide updated information of the education system in the campus. This is our first attempt to bring out such a comprehensive report of statistical information. The main purpose of this volume is to provide adequate, accurate, timely and reliable data to the education stakeholders.

This report comprises information about student enrollment, pass graduates, gender parity index (GPI), teaching and non-teaching staffs, academic department and programs, research and publication.

The students enrolled in the campus were from diverse socio-economic and geographical background. Majority of them were from low socio-economic background. The campus has become a reliable higher education institution for the students from disadvantaged groups including woman, dalit and ethnic groups. The enrollment rate in its bachelor in 2082 showed that the campus enrolled more students from these communities. It has become a center for higher education to the students from the neighbor districts like Mahottari, Dhanusha, Sarlahi and other neighboring districts. However, students enrolled in the campus throughout the country.

### Student's enrollment in Management Faculty 2082/083

S.N.	Class	Khas/Arya			Janajati			Dalit			Madhesi			Total
		Total	M	F	Total	M	F	Total	M	F	Total	M	F	
1	1st Year	81	29	52	58	21	37	5	2	3	138	54	84	282
2	2nd year	60	25	35	43	18	25	12	3	9	83	35	48	198
3	3rd year	43	15	28	35	9	26	4	2	2	51	16	35	133
4	4th year	82	37	45	61	32	29	12	4	8	122	74	48	277

*[Handwritten signature]*



**Student's enrollment in Education Faculty 2082/083**

S.N.	Class	Khas/Arya			Janajati			Dalit			Madhesi			Total
		Total	M	F	Total	M	F	Total	M	F	Total	M	F	
1	1st Year	15	4	11	12	1	11	3	0	3	17	2	15	47
2	2nd year	12	0	12	7	1	6	6	0	6	15	2	13	40
3	3rd year	4	1	3	5	2	3	1	0	1	7	1	6	17
4	4th year	41	8	33	44	3	41	11	2	9	60	14	44	156

This table provides graduates of the campus according to the level of Management and Education. The following table shows the total number of students in different levels from BJMC in 2025 AD (2082 BS).

**Graduate's students with Gender.**

Faculty	Program	Total	Gender		Status
			Male	Female	
Management	BBS	68	29	39	Regular
Education	B-Ed	37	4	33	Regular
Total summary		105	33	72	

**Year wise Pass out students 2082**

Faculty		Number		
		Total	Male	Female
Management	BBS 1st	69	25	44
	BBS 2nd	58	22	36
	BBS 3rd	Result waiting		
	BBS 4th	No Exam held		
Education	B-Ed 1st	7	2	5
	B-Ed 2nd	1	0	1
	B-Ed 3rd	Result waiting		
	B-Ed 4th	No Exam held		

**1 Income of campus fiscal year 2079/80, fiscal year 2080/81 and fiscal year 2081/2082**

S.N.	Income source	fiscal year 2079/80	fiscal year 2080/81	Fiscal year 2081/2082
1	students fee collection	18143695	14944000	20625430
2	income from land office and miscellaneous income	491360	483990	999410

*[Handwritten signature]*



3	Interest from Bank	94425.89	51428.29	126023.18
4	canteen income		16200	28800
5	Academic member entry fee	190000	480000	280000
6	UGC Grants			
a	Regular grants	2170000	2170000	2205000
b	Equipment / furniture purchase grants		1000000	1000000
c	Book purchase grants	850000	-	-
7	TU exam conducting income and Municipality income		349154	1228720

**Expenditure of campus of fiscal year 2079/80, fiscal year 2080/81 and fiscal year 2081/2082**

S.N.	Expenditure Title	fiscal year 2079/80	fiscal year 2080/81	fiscal year 2081/82
1.	Salary	10529202	10461059	12780142.80
2	administrative expenses	1909244	1879969	2218367.27
3	Travelling expenses	162200	252100	260700
4	<b>TU fee deposit</b>			
a	Teaching Practice fee	10200	13200	15550
b	Registration fee	196000	104000	183500
c	TU examination form fee	712860	1007955	1993800
d	TU service fee	167950	120750	499300
5	<b>Internal exam and practical exam expenses</b>			
a	internal teaching practice expenses	77300	83000	62800
b	Internal practical examination expenses		314850	621715
c	Internal and external examination	428639	346725	635453
6	Repair, Maintenance and cleaning charge	164490	224810	71690
7	Capital expenditure	2266896	2262166	2913432

*[Handwritten Signature]*



## Section-11

### ANNEX

#### ANNEX 1

#### DEFINATION OF LEVELS

Statements	Description
Bachelor (BBS, B.Ed.)	Four year Bachelor program; Education and Management are running in the morning shift.
Master (M.Ed.)	Semester system of M-Ed program is conducting in the evening shift.



**ANNEX 2**  
**BRIEF DISCRPTION OF THE CAMPUS**

**History and Development**

Bardibas Janata Multiple Campus (BJMC) stands tall in the history of higher education of the Mohattari district, not only as the oldest campus but also in terms of number of student enrollment, diversity of programs offered, its achievement, contribution and significance in the development and its strong linkage and association with other social and communal organizations. BJMC, established in 2007 (2064BS) under community management and affiliated to Tribhuvan University (TU), the largest university of the country, is recognized as one of the campuses of national and regional importance. The campus was established with a thrust to fulfill the need of higher education of the local students with a primary objective of providing quality education in low cost. Today, this campus has been standardized as a center of attraction to diversified students' population ranging from backward and ethnic communities. This campus has been providing educational services not only to the students of Bardibas but also to the students of adjoining districts like, Dhanusha, Sarlahi, Sindhuli, Ramechhap, Dholakha.

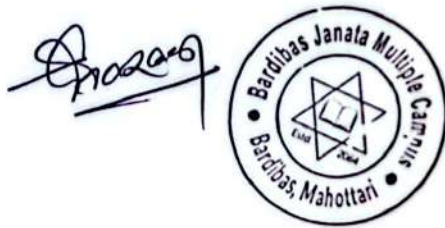
In course of Two-decade history, BJMC has made commendable achievement in enhancing academic standard and infrastructural management. As the affiliated campus of TU, BJMC, the campus introduced the Bachelor level programs of Management and Education in 2064 BS, Master's Degree in 2075 BS. Being affiliated community campus of TU, BJMC follows the curriculum and academic programs of TU and is governed and managed according to the rules, regulations and policies of the campus statue along with the active cooperation of the community.

Journey of BJMC began from some narrowed rooms of the local high school. Despite the limited resources, the campus is able to improve its physical infrastructures. Currently, the campus occupies 1107.33 Sq. /mtr. Land in total. The campus has 29 rooms of Block A among them 25 rooms for class purpose, 1 for Office room, 1 for QAA room, 2 for department and staff room, 1 changing room, 1 computer room, 1 CMC room, 1 exam section room and 1 Account and Administration room. Similarly, the campus has 3 floor room of Block B, 1 floor for canteen, 2nd floor for library and 3 floor for seminar Hall. Besides its own fund, various supporting organizations such as the UGC, Nepal, Madhesh Province government, Bardibas municipalities,



and the local communities have contributed in infrastructure development of the campus. Similarly, there is a library with nearly 9062 books, and a changing room. Boys and girls have toilets. There is also a separate canteen for the students, teaching and non-teaching staff which provides hygienic food. All the administrative, accounting, examination service is provided through software.

Financial planning and budgeting is an essential part of strategic planning process. We believe financial planning and budgeting determines the objectives, goals and action plan of the campus. It consists of source of revenue as well as the expenditure of the campus. Students' tuition fee is the major source of income of the campus. Apart from the tuition fee, regular grants from the UGC, Nepal, and community source are the financial resources of the campus. The campus allocates the resources according to the priorities. By considering the limited resources available in the campus, Internal Audit Committee prepares budget with the collaboration of campus chief and senior accountant annually.



### ANNEX 3 REPORT PREPARATION

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

Those data were inserted into the standard spread sheet format of the campus.

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



## Annex -4

### Staff details

**Bardibas Janata Multiple Campus**  
**List of Full time and Part Time Faculties**

S.N.	Name	Post	Contact	Gender	Faculties		Faculty/ Department
					Full Time	Part time	
1	Chet Bahadur Khadka	Campus chief	9844125561	M	√		Education
2	Dron Kumar Bhattari	Ass.Campus Chief	9841897815	M	√		Management
3	Hari Prasad Khanal	Ass.Lecturer	9867144285	M	√		Education
4	Binod karki	Ass.Lecturer	9844220151	M	√		Management
5	Dilli Kumar Shrestha	Ass.Lecturer	9863316565	M	√		Education
6	Kabindra Kattel	Ass.Lecturer	9854022016	M	√		Education
7	Santosh Acharya	Ass.Lecturer	9841766135	M	√		Management
8	Punam Khadka	Ass.Lecturer	9841937023	F	√		Management
9	Lekhnath Dhakal	Ass.Lecturer	9844005375	M	√		Education
10	Keshab Hamal	Ass.Lecturer	9860119153	M	√		Management
11	Pratap Mahara Mochi	Ass.Lecturer	9843106636	M	√		Education
12	RamShankar Prasad Singh	Ass.Lecturer	9864072200	M	√		Management
13	Kamana Pokhrel	Ass.Lecturer	9864055922	F	√		Education
14	Rusma Lamichhane	Instructor	9849131780	F	√		Education
15	Saroj Kumar Chaudhary	Instructor	9844088919	M		√	Education
16	Rudra Prasad Acharya	Instructor	9844034405	M		√	Education
17	Asodha Kumari Shrestha	Instructor	9860586125	F		√	Education
18	Kalpana Devi Dahal	Instructor	9844313115	F		√	Education
19	Birendra Mahato	Instructor	9841383356	M		√	Education
20	Min Bahadur Sen	Instructor	9841502982	M		√	Education

*(Handwritten signature)*



21	KapilRaj Subedi	Instructor	9844191234	M		√	Education
22	Jay Kumar Joshi	Instructor	9844021231	M		√	Education
23	Yubraj Koirala	Account Officer	9842876871	M			Finance
24	Ramita Subedi	Ass. Administration	9814861721	F			Administration
25	Sudhir Hamal	Librarian	9807834964	M			Library
26	Kamal Kaypchhaki	Office Assistant	9815834985	M			
27	Iba Bahadur Bhujel	Watch man	9804816921	M			
28	Ganesh Malli	Swipper	9814842270	M			

