



EMIS Report

Lumbini Banijaya Campus

BEST COMMUNITY CAMPUS OF NEPAL-2080

2080/81



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EDUCATION MANAGEMENT INFORMATION SYSTEM REPORT 2080/81 (2023/24)

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FOREWORD

It is our honour to present the Education Management Information System (EMIS) report published by Lumbini Banijya Campus (LBC), following the guidelines established by the University Grants Commission (UGC), Nepal. This report is a reflection of our group's commitment to raising the standard of instruction on campus and encouraging efficient administration techniques.

In order to ensure that educational institutions in Nepal are in accordance with international best practices while also taking into account the particular requirements and difficulties of our nation, the UGC has been instrumental in establishing standards and guidelines. The contribution of UGC in promoting best practices, accepting technology as a change agent, and cultivating an innovative and continuous improvement culture in higher education are all crucial to Nepal's educational progress.

By releasing this EMIS report, LBC has demonstrated its persistent dedication to meeting standards and advancing the field of education. The significance of an efficient educational management information system is emphasized in this report, which addresses issues including data gathering, storing, processing, and reporting in addition to the use of technology to aid in resource allocation and decision-making.

The scholarly community on our campus has pooled its resources, knowledge, and experiences to create this EMIS report. It is an important tool that the management committee and other stakeholders can use to improve student outcomes, increase accountability, and streamline institutional processes. Educational leaders can make well-informed decisions that have a beneficial influence on the educational ecosystem by leveraging the potential of information technologies to close the gap between data and decision-making.

Finally, we extend our gratitude to all those who contributed to the collection, compilation and preparation of this report. LBC appreciates valuable feedback and suggestions from readers to enhance the quality and coverage of the report in the future.

Prof. Dr. Tara Prasad Upadhyaya
Campus Chief
Lumbini Banijya Campus

Mr. Surendra Prasad Shrestha
Chairman, Management Committee
Lumbini Banijya Campus

ACKNOWLEDGEMENT

We express our sincere gratitude to Mr. Surendra Prasad Shrestha, CMC Chairman and Prof. Dr. Tara Prasad Upadhyaya, Campus Chief, for their support and belief in us during the preparation of this report. We extend our appreciation to the management and leadership team for their help and advice during the EMIS report preparation process. Their dedication to quality education and their vision have set the groundwork for the success of our Campus.

We are thankful to all departments, cells, faculty and staff members, who diligently provided the necessary data and information for the EMIS report. Their assistance and timely responses to our queries have been crucial in finishing the report on time.

Finally, we want to appreciate everyone who has contributed, both directly and indirectly, to the creation of this EMIS report. This study, which will be an invaluable tool for well-informed decision-making and strategic planning, is the result of your tireless efforts. Reaching this milestone has been made possible in large part by your commitment and diligence.

EMIS Cell

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ABBREVIATIONS AND ACRONYMS

BBS	Bachelor of Business Studies
BBM	Bachelor of Business Management
BBM-A	Bachelor of Business Management - Applied
BBA-FA	Bachelor of Business Administration in Finance and Accounting
MBS	Master of Business Studies
MBS-F	Master of Business Studies in Finance
MBA-BF	Master of Business Administration in Banking and Finance
GER	Gross Enrollment Ratio
GPI	Gender Parity Index
HE	Higher Education
HERP	Higher Education Reform Project
IT	Information Technology
EMIS	Education Management Information System
UGC	University Grants Commission
M. Phil.	Master of Philosophy
PhD	Doctor of Philosophy
MOE	Ministry of Education
UGC	University Grants Commission
LBC	Lumbini Banijya Campus
FOM	Faculty of Management
CMC	Campus Management Committee

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EXECUTIVE SUMMARY

This annual EMIS report 2080/081 (2023/24), shows the status of higher education in Lumbini Banijya Campus (LBC). LBC an academic institution for higher studies comprises of Management faculty with eight different programs. It has different unit to carry out academic and administrative work. It is offering three Master level programs and five Bachelor level program, in which one master level and two bachelor level programs are non-autonomous and rest are autonomous programs. BBS is only the program in yearly system and others are running in semester system.

For the entire year, 3126 students were enrolled. Students' enrollment in the BBS program is the highest. Overall, 1285 male and 1841 female students are enrolled. That demonstrates the high number of female registrants during the year. 2870 students are enrolled in the bachelor program and 256 in the master program. Women enrollment is higher in all the programs. GPI of the campus is 1.43. When compared, the GPI of Master Level is higher than Bachelor level. When it comes to ethnicity distribution of the students, the majority of students are from other categories followed by Janajati. Educationally Disadvantaged Janajati (EDJ) and Dalit are the Ethnic groups with fewer enrollments.

The total numbers of graduates for the year were 436. Out of which Master level comprises of higher graduates (238) than Bachelor level (198). As pass rate of students is considered MBA-BF, BBA-FA and BBM has higher pass rate. The drop out record of the Campus in the first semester/year is higher in all the programs and decrease as the students move to higher semester/year in all the programs. In the academic year 2080/81, 371 students secured scholarship in the Campus and the total scholarship amount was Rs. 5,415,840.

The Campus has significant contribution in research and publication as well. In the year 2080/81, the research department has published one journal listed in NepJOL with seven articles from faculty members and students of the Campus. In addition, three Mini-researches were also published by research department. The Library of the Campus is well equipped with reading materials. It has got satisfactory numbers of text books and reference books along with journals and magazines. The Campus has both physical and digital library with one digital studio.

SECTION-1

INTRODUCTION OF REPORT

Lumbini Banijya Campus undertook the task of publishing basic statistical information about the higher education (Bachelors and Masters) through its annual publication in the form of 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 Campus

Education Management Information System (EMIS) aims to provide updated information of the education system in the campus. The main purpose of this volume is to provide adequate, accurate, timely and reliable data to the stakeholders.

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

Organization of Report

There are 13 sections in the report; first section provides introduction of the report, second section provides information of programs and departments in the campus. Section three gives information of teaching and non-teaching staffs of the campus. Section four provides information on student enrollment. Section five provides the information on gender-parity index. Section six provides information about ethnicity gender status. Section seven provides information on graduates from the Campus. Section eight presents scholarship provided to the students of the campus. Section nine provides the information about research and publication of the campus. Section ten provides the information about library and learning resources. Section eleven provides information about student pass out record in the fiscal year 2080/081. Section twelve provides information on total number of drop-out students in the fiscal year 2080/081. Lastly the section 13 provides information about financial aspects of the Campus. The main texts are followed by annexure in the report. It includes a total of six annexes.

Methodology

This report was prepared through the direct or indirect contribution of the faculty and department, different divisions and administrative section within the Campus. The data were collected from the campus EMIS Software and various administrative and academic sections of the campus. The data obtained are presented in a simple Table and Figure as and when necessary. Descriptive statistics are used for the analysis of data

SECTION-2

PROGRAMS AND DEPARTMENT

Lumbini Banijya Campus has been running eight programs out of which five programs are running as autonomous programs. Each offers excellent teaching, learning and research environments. In addition there are six academic departments which are dedicated to advance education, research, and community engagement within their specific disciplines.

Programs

There are altogether eight programs which are running in the campus. Five of the programs are autonomous, while the remaining three are operating as non-autonomous. While BBS is the only program that operates on a yearly basis, all other programs follow a semester schedule. There are three master's level programs, each lasting two years, and five bachelor's level programs, each lasting four years. The information about the program that has been offered at the Lumbini Banijya Campus is displayed in Table 1.

Table 1

List of Academic Programs at LBC

Level	Academic Program	Duration (years)	Teaching System (Annual/Semester)	Program Type
Bachelor	BMS	4	Semester	Autonomous
	BBM-A	4	Semester	Autonomous
	BBA-FA	4	Semester	Autonomous
	BBS	4	Annual	Non-Autonomous
	BBM	4	Semester	Non-Autonomous
Master	MBS-F	2	Semester	Autonomous
	MBA-BF	2	Semester	Autonomous
	MBS	2	Semester	Non-Autonomous

Departments

There are six academic departments in the campus. Each Department consists of Head of Departments (HOD) and the members. These Academic Departments aim to provide high-quality education to students equipping them with theoretical knowledge and practical skills in their field of study preparing students for professional careers or further academic pursuits. Departments always thrive to provide supportive and inclusive learning environment by offering academic advises, mentorship and career services. Further, Research and Development Department is responsible for encouraging original research to advance knowledge in various discipline and publishing research in reputable journals. The details of the academic departments are listed in table 2.

Table 2*List of Academic Departments at LBC*

<i>S.N.</i>	<i>Department Name</i>	<i>Head of Department (HOD)</i>	<i>No. of Members</i>
1	Department of Management and Marketing	Asst. Prof. Niraj Gautam	11
2	Department of Finance	Asst. Prof. Nabaraj Bhandari	6
3	Department of Accountancy	Asst. Prof. Bidur Gyawali	6
4	Department of Economics and Statistics	Asst. Prof. Suraj Acharya	8
5	Department of English and Business Communication	Asst. Prof. Rom Nath Sharma	6
6	Department of Research and Development	Asst. Prof. Pitambar Sapkota	8

SECTION - 3

STAFF DETAILS

This section provides information about the number of teaching and non-teaching staff at Lumbini Banijya Campus (LBC). LBC prioritizes creating an environment that empowers both teaching and non-teaching staff to excel in their roles. The campus values their contributions in establishing LBC as a leading public higher education institution. The teaching staffs are arranged according to departments and individual positions while non-teaching staffs are arranged according to their administrative role.

Teaching Staffs

The teaching staffs at LBC play a crucial role in delivering high-quality education. They are responsible for delivering lectures, guiding research, mentoring students, and developing curriculum. Additionally, they engage in cross-disciplinary collaboration, contributing to a vibrant campus community that generates innovative ideas. Their dedication not only advances their fields of expertise but also prepares the next generation of scholars.

Distribution on the basis of Academic Degree

Table 3 shows the distribution of teachers on the basis of their Academic Degree. Out of the total 42 teachers, 2 are qualified with PhD degree, 10 with M. Phil degree and the rest 30 teachers had master degree. Likewise, the percentage distribution of teachers is shown in figure 1 which depicts that the majority of teachers had Masters degree which accounts to 71% and only 5% teachers had PhD degree.

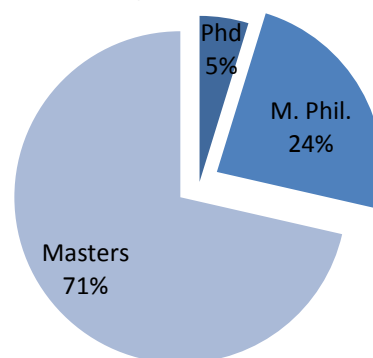
Table 3

Distribution of teaching staffs according to Academic Degree

Academic Degree	Number
PhD.	2
M. Phil.	10
Masters	30
Total	42

Figure 1

Distribution of teaching staffs according to Academic Degree



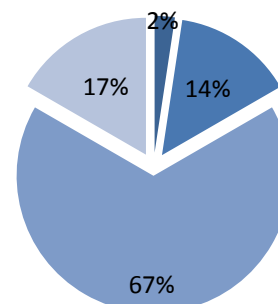
Distribution on the basis of Designation

Table 4 shows the distribution of teachers on the basis of their designation in the campus. Out of the total 42 teachers, 1 is designated as Professor, 6 as Assoc. Professor, 28 as Asst. Professor and the rest 7 as Teaching Assistant. Likewise, the percentage distribution of teachers is shown in figure 2 which depicts that the majority of teachers are designated as assistant professor which accounts to 67% and only 2% as professor.

Table 4
Distribution of teaching staffs according to Designation

Designation	Number
Professor	1
Assoc. Professor	6
Assist. Professor	28
Teaching Assistant	7
Total	42

Figure 2
Distribution of teaching staffs according to Designation



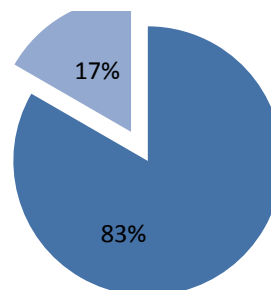
Distribution on the basis of Nature of Appointment

Table 5 shows the distribution of teachers on the basis of their nature of appointment in the campus. Out of the total 42 teachers, 35 are permanent and 7 are part time. Likewise, the percentage distribution of teachers is shown in figure 3 which depicts that the majority of teachers are permanent which accounts to 83% and only 17% teachers are working on part time.

Table 5
Distribution of teaching staffs according to nature of appointment

Designation	Number
Permanent	35
Part time	7
Total	42

Figure 3
Distribution of teaching staffs according to nature of appointment



Non-Teaching Staffs

At Lumbini Baniya Campus, non-teaching staff accomplish the administrative responsibilities and are dedicated to student support teaching learning, research and public service. They come from different academic and cultural backgrounds.

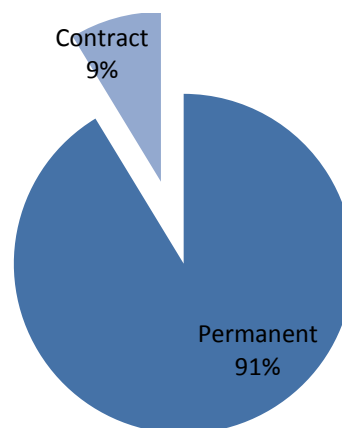
Distribution on the basis of Nature of Appointment

Table 6 shows the distribution of non-teaching staffs on the basis of their nature of appointment in the campus. Out of the total 23 staffs, 21 are permanent and only 2 are in contract. Likewise, the percentage distribution of non-teaching staffs is shown in figure 4 which depicts that the majority of staffs are permanent which accounts to 91% and only 9% are working on contract basis.

Table 6
Distribution of non-teaching staffs
according to nature of appointment

Designation	Number
Permanent	21
Contract	2
Total	23

Figure 4
Distribution of non-teaching staffs
according to nature of appointment



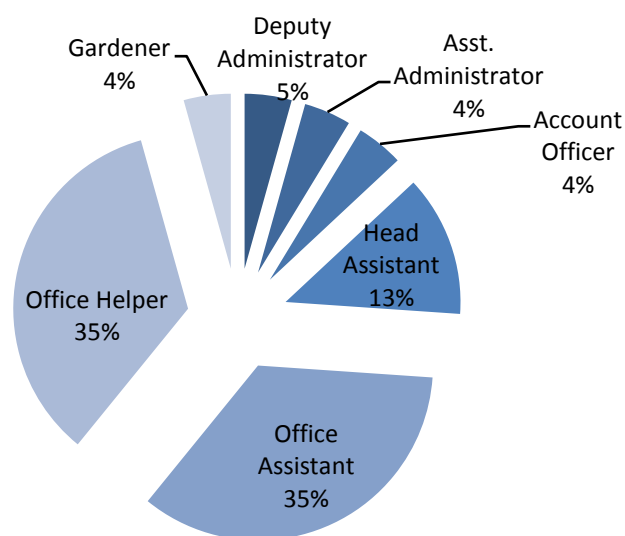
Distribution on the basis of Nature of Designation

Table 7 shows the distribution of non-teaching staff on the basis of their designation in the campus. Out of the total 23 staffs, 1 is designated as deputy administrator, 1 as Assistant Administrator, 1 as Account Officer, 3 as Head Assistant, 8 as Head Assistant, 8 as Office helper and 1 as Gardener. Likewise Figure 5 shows the percentage distribution of non-teaching staffs

Table 7
Distribution of non-teaching staffs
according to nature of designation

Designation	Number
Deputy Administrator	1
Asst. Administrator	1
Account Officer	1
Head Assistant	3
Office Assistant	8
Office Helper	8
Gardener	1
Total	23

Figure 5
Distribution of non-teaching staffs
according to nature of designation



SECTION - 4

STUDENT ENROLLMENT

Lumbini Banijya Campus enrolls over thousands of students each year since its establishment in 2038 B.S. It has been a center of education for over four decades to the students from different districts like Rupandehi, Palpa, Kapilvastu, Nawalparasi, Arghakhanchi, Pyuthan and Syangja. The campus enrolls students in two types of programs: Autonomous and Non-Autonomous.

For incoming students, finding their own paths through their college experience is typically critical to their success. In order to do this, the campus guarantees that students have regular and early contact with faculty members in addition to organized access to opportunities for professional growth and research. This distinguishing culture is nurtured and preserved.

Level Wise Enrollment Trend in First Year

Table 8

Level Wise Enrollment Trend in first year

Years Level	2078/79	2079/80	2080/81
Master	64	86	159
Bachelor	334	307	1147
Total	398	393	1306

Figure 6

Level Wise Enrollment Trend in first year

Chart Title

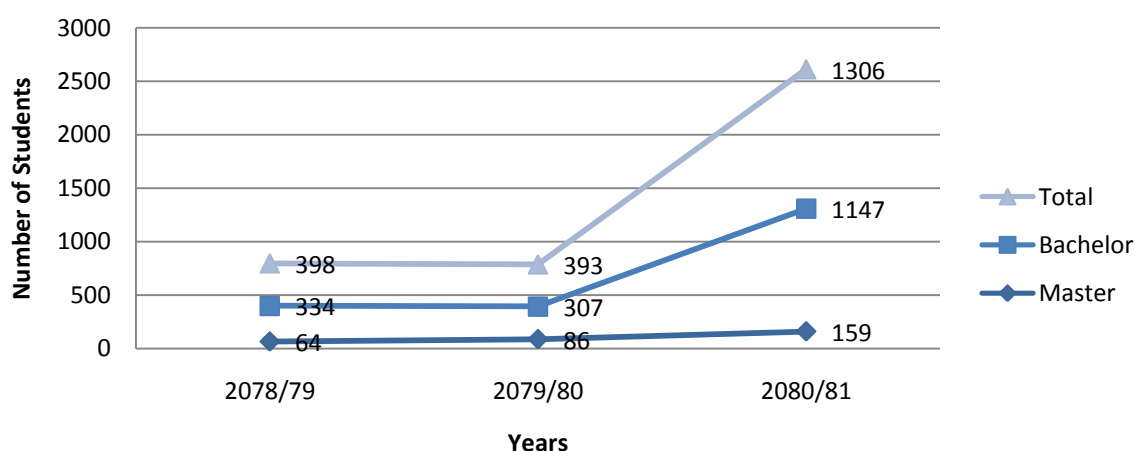


Table 8 presents the first-year student enrollment trend based on three years of data. The number of students enrolled for the academic years 2078/79 and 2079/80 is nearly equal, at 398 and 393, respectively. In contrast, student enrollment in 2080/81 increased sharply, reaching 1,306 in that year.

The number of students at the master's level is progressively rising each year. Nonetheless, fewer students were enrolled in bachelor's programs in 2079/80 than in 2078/79, although that number sharply increased in 2080/81 after that. The reasons behind steep rise in enrollment during the year 2080/81 may be the restart of enrollment of BBS and MBS students which was closed after 2077/79 enrollment.

Program Wise Enrollment Trend in First Year

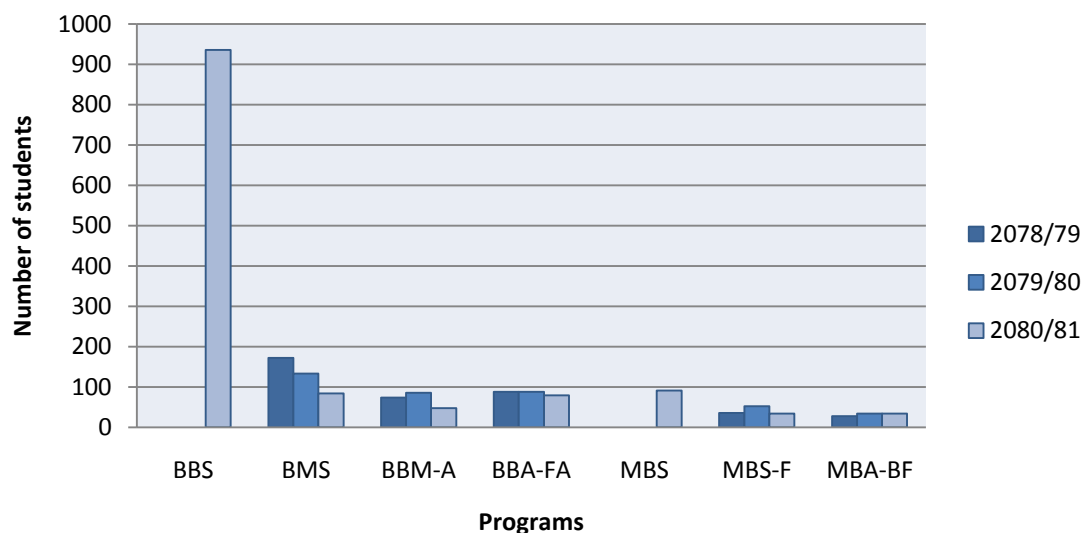
Table 9

Program Wise Enrollment Trend in First Year

Program \ Years	2078/79	2079/80	2080/81
BBS	—	—	936
BMS	172	133	84
BBM-A	74	86	48
BBA-FA	88	88	79
MBS	—	—	91
MBS-F	36	52	34
MBA-BF	28	34	34
TOTAL	398	393	1306

Figure 7

Program Wise Enrollment Trend in First Year



The enrollment of students in various programs during the previous three years is displayed in Table 9. In 2080/81 the college began accepting students for its BBS and MBS programs. In comparison to other programs, BBS had the largest enrollment in 2080/81 and MBS had the second-highest enrollment of the year with 91 students. Although enrollment in the BMS program is increasing, it has been trending downward in recent years. The number of students enrolled in BBM-A varies, reaching a maximum in 2079/80 and a minimum in 2080/81. In

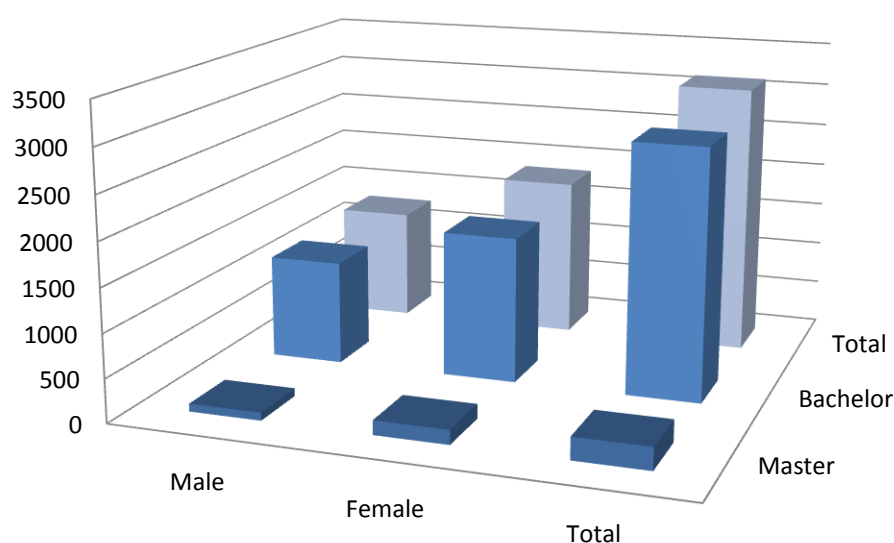
terms of BBA-FA, enrollment is full in terms of campus allotment in the years 2078/79 and 7079/80, with a minor reduction in 2080/81. The enrollment pattern in MBS-F varies, with the highest enrollment in 2079/80. With one fewer seat than allocated, the MBA-BF enrollment trend is on the rise.

Total Number of Enrollment in the Academic Year 2080/81

The figure 8 shows the total number of students in the academic year 2080/81. The data indicates that total 3126 students were enrolled out of which 256 students were enrolled in Master level and 2870 students were enrolled in Bachelor level. Among those students 1285 were male and 1841 were female.

Figure 8

Total Number of Enrollment in the Academic Year 2080/81



	Male	Female	Total
■ Master	91	165	256
■ Bachelor	1194	1676	2870
■ Total	1285	1841	3126

Student Enrollment in BBS During the Academic Year 2080/81

Table 10

Student Enrollment in BBS during the academic year 2080/81

LEVEL	Program	CLASS	Total	Dalit		EDJ		Janajati		Madhesi		Other		Total	
				M	F	M	F	M	F	M	F	M	F	M	F
Bachelor	BBS	1 st 2080	934	31	32	8	3	63	77	11	5	373	331	486	448
		3 rd 2077	368	9	6	14	10	32	71	8	8	69	141	132	236
		4 th 2076	584	11	10	12	17	80	117	7	6	97	227	207	377
Total			1886	51	48	34	30	175	265	26	19	539	699	825	1061

Table 10 provides a detailed breakdown of student enrollment across different class (1st, 3rd,

and 4th) of BBS and social categories, including Dalit, EDJ, Janajati, Madhesi, and Others. In the 1st year, out of 934 students, a significant majority are from the 'Other' category (373 male and 331 female), with Janajati students being the second largest group (63 male and 77 female). The Dalit, EDJ, and Madhesi categories have smaller representations. The 3rd year, with a total of 368 students, shows a similar pattern, but with a higher representation of Other category (69 male and 141 female) and a noticeable increase in the number of female students in the 'Janajati' category (71 compared to 31 males). In the 4th year, among 584 students, the trend continues with 'Other' category students (97 male and 227 female) making up a substantial portion and Janajati students (80 male and 117 female), still being dominant.

Overall, the total enrollment across all levels is 1886 students, with the 'Other' category comprising nearly half (539 male and 699 female), and Janajati students being the next significant group (175 male and 265 female). Gender-wise, there are more female students (1061) than male students (825), indicating a higher female enrollment across all categories. This distribution highlights the significant presence of Janajati and 'Other' categories in the student population and the relatively balanced gender representation, with a slight female predominance.

Student Enrollment in BMS During the Academic Year 2080/81

Table 11 provides an overview of student enrollment in the Bachelor in Management Studies (BMS) program across different semesters, categorized by ethnic and demographic groups: Dalit, EDJ (Educationally Disadvantaged Janajati), Janajati, Madhesi, and Other. Additionally, the data is divided by gender. Across the four semesters, there are a total of 330 students enrolled. The 'Other' category has the highest enrollment, with 206 students (62.42% of the total), showing a significant gender disparity favoring females (145 females to 64 males). Janajati students make up the second-largest group with 72 (25 male and 72 female) students (21.82%), followed by Dalit and Madhesi groups, each with 20 (6.06%) and 17 (5.15%) students, respectively. EDJ students are the least represented with 12 (3.64%). Overall, female students (219) outnumber male students (111) across all categories. This data suggests a diverse student body with a high female representation, particularly within the 'Other' category, while highlighting a need for increased inclusivity for Dalit, Madhesi and EDJ groups.

Table 11

Student Enrollment in BMS during the academic year 2080/81

LEVEL	Program	CLASS	Total	Dalit		EDJ		Janajati		Madhesi		Other		Total	
				M	F	M	F	M	F	M	F	M	F	M	F
Bachelor	BMS	1 st SEM	84	3	3	1	3	3	11	3	3	23	31	33	51
		3 rd SEM	80	2	4	1	0	11	13	0	0	14	35	28	52
		5 th SEM	96	3	2	3	3	4	12	2	5	15	47	27	69
		6 th SEM	70	2	1	1	0	7	11	1	3	12	32	23	47
Total			330	10	10	6	6	25	47	6	11	64	145	111	219

Student Enrollment in BBM During the Academic Year 2080/81

Table 12

Student Enrollment in BBM during the academic year 2080/81

LEVEL	Program	CLASS	Total	Dalit		EDJ		Janajati		Madhesi		Other		Total	
				M	F	M	F	M	F	M	F	M	F	M	F
Bachelor	BBM	8 th SEM	56	0	0	0	0	3	5	1	2	11	34	15	41

Table 12 presents data on student enrollment in the 8th semester of the Bachelor of Business Management (BBM) program for the year 2076. It shows a total of 56 students, categorized by gender and ethnicity category. Within the 'Other' category, there are 15 male students and 41 female students while there was no enrollment from other ethnic group. Overall, there are 15 male students and 41 female students in the total enrollment. This indicates a significant gender imbalance, with female students outnumbering male students nearly three to one. The data suggests that female students are more likely to reach the advanced stages of the BBM program, highlighting a trend of higher female participation and retention in this academic track.

Student Enrollment in BBM-A During the Academic Year 2080/81

Table 13 details student enrollment across four semesters (1st, 3rd, 5th, and 6th) in BBM-A program, categorized by demographic groups (Dalit, EDJ, Janajati, Madhesi, and Other) and gender. The total number of students enrolled across these semesters is 202.

The data indicates a consistent pattern of higher female enrollment across all semesters, with the 'Other' category showing the most significant representation. Dalit and EDJ students have relatively low enrollment, suggesting areas for potential outreach and support. Janajati and Madhesi groups show moderate representation, with a noticeable gender imbalance favoring males in the Madhesi category. The overall trend shows a diverse student body, with a need for increased inclusivity and support for underrepresented groups, particularly Dalit and EDJ students.

Table 13

Student Enrollment in BBM-A during the academic year 2080/81

LEVEL	Program	CLASS	Total	Dalit		EDJ		Janajati		Madhesi		Other		Total	
				M	F	M	F	M	F	M	F	M	F	M	F
Bachelor	BBM-A	1 st SEM	48	0	0	1	1	3	4	7	0	11	21	22	26
		3 rd SEM	60	2	4	0	0	11	8	2	0	16	17	31	29
		5 th SEM	41	0	0	1	3	2	3	6	1	7	18	16	25
		6 th SEM	53	1	2	1	2	6	9	1	0	12	19	21	32
Total			202	3	6	3	6	22	24	16	1	46	75	90	112

Student Enrollment in BBA-FA During the Academic Year 2080/81

Table 14

Student Enrollment in BBA-FA during the academic year 2080/81

LEVEL	Program	CLASS	Total	Dalit		EDJ		Janajati		Madhesi		Other		Total	
				M	F	M	F	M	F	M	F	M	F	M	F
Bachelor	BBA-FA	1 st SEM	89	1	0	1	4	3	6	3	7	33	31	41	48
		3 rd SEM	74	0	0	0	0	4	9	5	5	23	28	32	42
		5 th SEM	76	0	2	1	1	2	4	2	3	26	35	31	45
		6 th SEM	77	0	0	1	0	4	6	1	2	20	43	26	51
		8 th SEM	80	0	0	0	0	4	9	3	3	16	45	23	57
Total			396	1	2	3	5	17	34	14	20	118	182	153	243

Table 14 provides data on student enrollment in the Bachelor of Business Administration in Finance and Accountancy (BBA-FA) program across various semesters (1st, 3rd, 5th, 6th, and 8th), segmented by demographic groups (Dalit, EDJ, Janajati, Madhesi, and Other) and gender. The total enrollment across these semesters is 396 students.

Overall, the total enrollment of 396 students includes 153 males and 243 females. The 'Other' category has the largest representation with 118 males and 182 females. Dalit students total only 1 male and 2 females, while EDJ students amount to 3 males and 5 females. Janajati students are moderately represented with 17 males and 34 females, and Madhesi students are fewer with 14 males and 20 females. The data highlights a consistent dominance of the 'Other' category and a significant gender imbalance favoring females. The low representation of Dalit and EDJ groups indicates a need for improved inclusivity and targeted support in the program.

Student Enrollment in MBS During the Academic Year 2080/81

Table 15

Student Enrollment in MBS during the academic year 2080/81

LEVEL	Program	CLASS	Total	Dalit		EDJ		Janajati		Madhesi		Other		Total	
				M	F	M	F	M	F	M	F	M	F	M	F
Master	MBS	1 st SEM	91	0	3	0	1	4	3	1	0	32	47	37	54

Table 15 presents enrollment data for the 1st semester of the Master of Business Studies (MBS) program, detailing the distribution across various demographic groups (Dalit, Janajati, Madhesi, Muslim, and Other) and by gender. The total number of students is 91. In this semester, there is 3 female representations from the Dalit group. The Janajati group has a presence with 4 male and 3 female students. Madhesi students consist of 1 male, while EDJ students include 1 female. The 'Other' category has the largest enrollment, with 32 males and 47 females. Overall, the total enrollment is divided into 37 males and 54 females. The data highlights a significant gender imbalance in favor of females and a predominance of the 'Other' category, which encompasses the majority of students.

Student Enrollment in MBS-F During the Academic Year 2080/81

Table 16

Student Enrollment in MBS-F during the academic year 2080/81

LEVEL	Program	CLASS	Total	Dalit		Janajati		Madhesi		Other		Total	
				M	F	M	F	M	F	M	F	M	F
Master	MBS-F	1 st SEM	34	0	1	1	4	1	1	10	16	12	22
		3 rd SEM	38	0	1	0	7	1	1	12	16	13	25
Total			72	0	2	1	11	2	2	22	32	25	47

Table 16 provides enrollment data for the Master of Business Studies in Finance (MBS-F) program, detailing student distribution in the 1st and 3rd semesters across various demographic groups (Dalit, Janajati, Madhesi, and Other) and by gender. The total number of students across both semesters is 72. The total enrollment of 72 students includes 0 males and 2 female from the Dalit group, 1 males and 11 females from the Janajati group, and 2 males and 2 females from the Madhesi group. The 'Other' category accounts for 22 males and 32 females. The data highlights a significant gender imbalance in favor of females and a strong predominance of the 'Other' category. There is a notable lack of representation from Dalit and Madhesi groups, indicating areas where the program could improve its diversity and inclusivity.

Student Enrollment in MBA-BF During the Academic Year 2080/81

Table 17 provides enrollment data for the Master of Business Administration - Banking and Finance (MBA-BF) program, detailing student distribution across the 1st, 3rd, and 4th semesters, categorized by demographic groups (Dalit, EDJ, Janajati, Madhesi, and Other) and gender. The total enrollment across these semesters is 93 students.

Overall, the total enrollment of 93 students shows 0 male and 1 females from the Dalit group, 1 male and 0 females from the EDJ group, 2 males and 4 females from the Janajati group, 3 males and 6 females from the Madhesi group, and 16 males and 52 females from the 'Other' category. The data highlights a significant gender imbalance favoring females and a notable dominance of the 'Other' category. There is very limited representation from Dalit and EDJ groups, suggesting a need for improved diversity and outreach efforts within the MBA-BF program.

Table 17

Student Enrollment in MBA-BF during the academic year 2080/81

LEVEL	Program	CLASS	Total	Dalit		EDJ		Janajati		Madhesi		Other		Total	
				M	F	M	F	M	F	M	F	M	F	M	F
Master	MBA-BF	1 st SEM	34	0	0	0	0	1	1	1	3	7	21	9	25
		3 rd SEM	33	0	1	1	0	1	3	0	3	9	15	11	22
		4 th SEM	26	0	0	0	0	0	0	2	0	7	17	9	17
Total			93	0	1	1	0	4	4	4	6	20	53	29	64

SECTION - 5

GENDER PARITY INDEX

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

Level Wise GPI of the Campus for two Academic Years

Table 18

Level Wise GPI of the Campus for two years (2079/80 and 2080/81)

Level Years	Bachelor			Master			Total		
	Male	Female	GPI	Male	Female	GPI	Male	Female	GPI
2079/80	275	474	1.72	61	92	1.51	336	566	1.68
2080/81	1194	1676	1.40	91	165	1.81	1285	1841	1.43

Figure 9

Level Wise GPI of the Campus for two years (2079/80 and 2080/81)

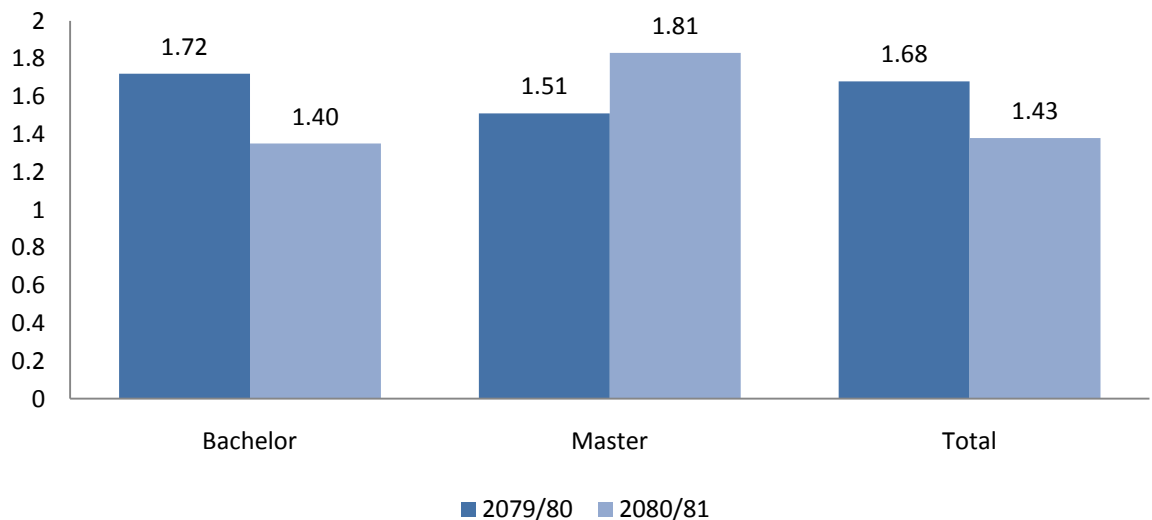


Table 18 provides data on gender distribution and Gender Parity Index (GPI) for bachelor's and master's programs over two academic years (2079/80 and 2080/81). In the academic year 2079/80, the bachelor's program had 275 male and 474 female students, resulting in a GPI of 1.72, indicating a higher female enrollment. The master's program had 61 male and 92 female students, with a GPI of 1.51, also showing a higher female presence. Combined, there were 336 male and 566 female students across both programs, with a GPI of 1.68, reflecting a strong female dominance overall.

In the following academic year, 2080/81, the bachelor's program saw a significant increase with 1285 male and 1841 female students, but the GPI dropped to 1.43, suggesting a

relatively lower female representation compared to the previous year. The master's program showed an increase to 91 male and 165 female students, with a GPI of 1.81, indicating a higher female proportion compared to the bachelor's program. Overall, the total number of students across both programs was 1285 male and 1841 female, with a GPI of 1.44. This decrease in GPI compared to the previous year highlights a trend toward increased female enrollment, but with less disparity between genders than in the previous year.

In summary, while female students continued to outnumber male students in both years, the GPI indicates a trend of decreasing female dominance in the bachelor's program over time, while the master's program experienced an increase in female enrollment and maintained a higher GPI.

Program Wise GPI of the Campus

Table 19

Program Wise GPI of the Campus for the year 2080/81

Programs	Male	Female	Total	GPI
BBS	825	1061	1886	1.26
BMS	111	219	330	1.97
BBM	15	41	56	2.73
BBM-A	90	112	202	1.24
BBA-FA	153	243	396	1.58
MBS	37	54	91	1.45
MBS-F	25	47	72	1.88
MBA-BF	29	64	93	2.20

Figure 10

Program Wise GPI of the Campus for the year 2080/81

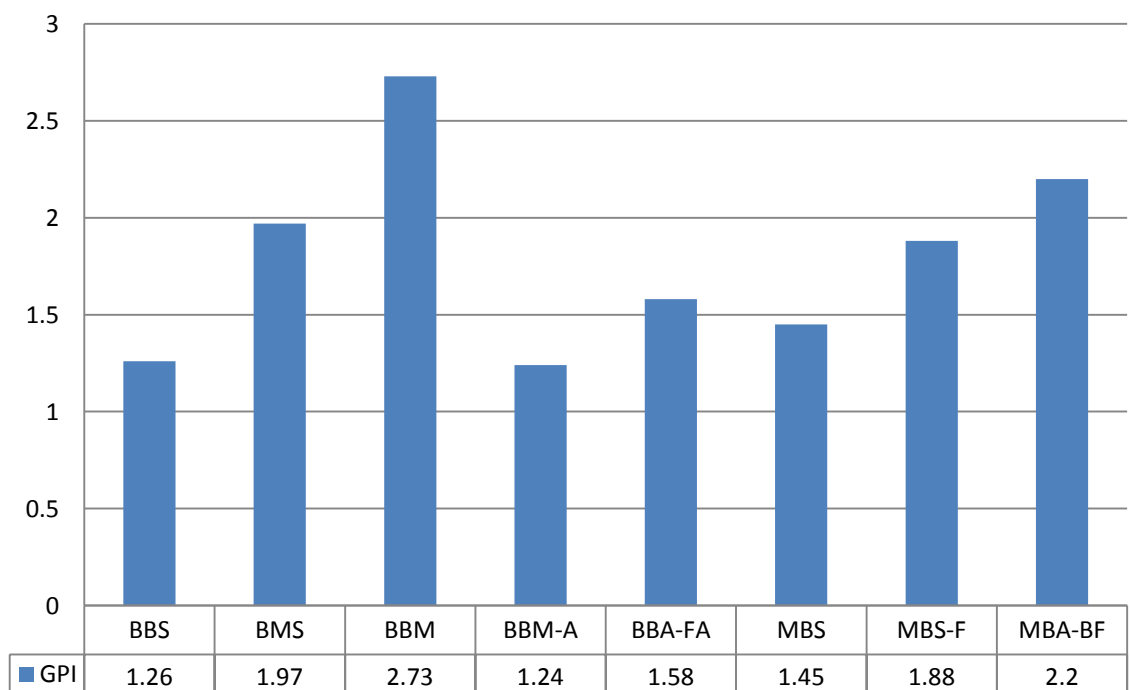


Table 19 presents the distribution of male and female students across various business and management programs, along with the Gender Parity Index (GPI) for each program. The program with the highest GPI is BBM, with a GPI of 2.73. This suggests a significant female dominance, with only 15 males compared to 41 females. Following this, the MBA-BF also shows a strong female presence, with a GPI of 2.20, indicating 29 males versus 64 females.

The BMS and BBA-FA programs also reflect a notable gender imbalance, with GPIs of 1.97 and 1.58, respectively. Both programs have more females than males, although the disparity is less pronounced than in BBM and MBA-BF.

Conversely, the BBM-A (Bachelor of Business Management - A) program exhibits a GPI of 1.24, suggesting a nearly balanced gender distribution with 90 males and 112 females. The remaining programs, BBS (Bachelor of Business Studies) and MBS (Master of Business Studies), show a moderate gender imbalance. The BBS program has a GPI of 1.26, indicating a higher number of females compared to males (1061 females vs. 825 males), while the MBS program has a GPI of 1.45, with 37 males and 54 females.

Overall, the data reveals varied gender distributions across the programs, with some programs exhibiting strong female dominance, while others are closer to gender parity.

SECTION - 6

ETHNICITY GENDER STATUS

This section of the report provides an overview of the demographic representation based on ethnicity and gender across our campus community. By examining these dimensions, we seek to enhance our understanding of the diversity landscape within our academic environment. This analysis is crucial for fostering an inclusive campus culture where all individuals, regardless of background, feel empowered to thrive and contribute meaningfully to our shared educational mission.

Level Wise Ethnicity-Gender Status

Figure 11

Level Wise Ethnicity Gender Status

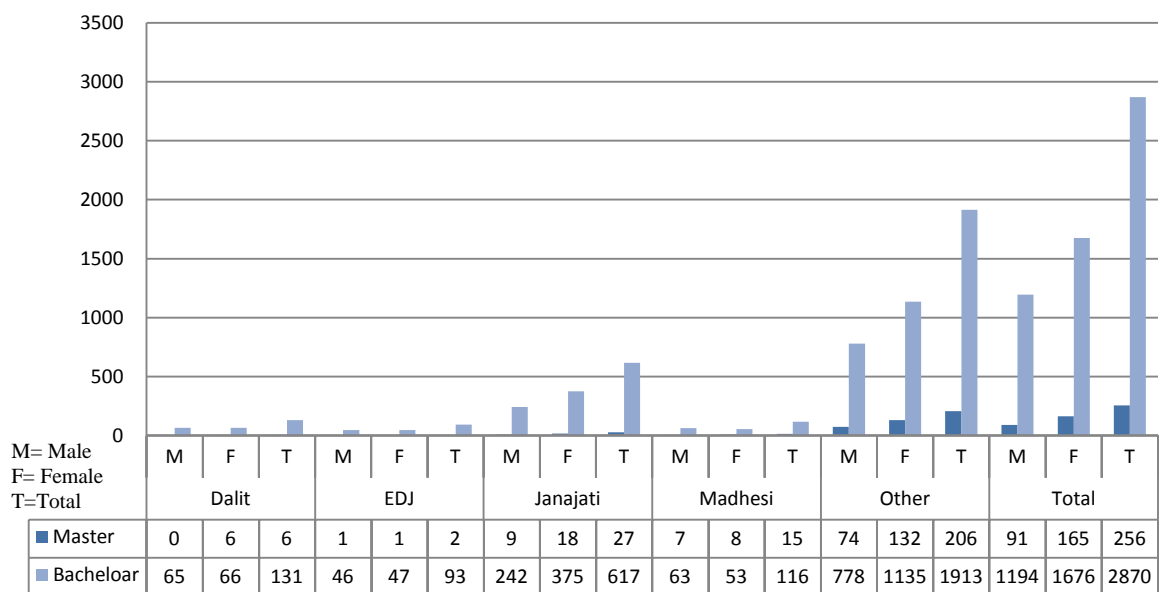


Figure 11 provides an overview of student across different ethnic groups (Dalit, EDJ, Janajati, Madhesi, and Other) at both the master's and bachelor's levels, disaggregated by gender.

At the master's level, the total number of Dalit students is 6, all of whom are female. The EDJ (Educationally Disadvantaged Janajati) group has a small representation with 2 students, evenly split between males and females. The Janajati group has a higher number, with 27 students in total, comprising 9 males and 18 females. The Madhesi group has 15 students, with 7 males and 8 females. The largest group at the master's level is the "Other" category, with a substantial number of 206 students, including 74 males and 132 females.

At the bachelor's level, the total number of Dalit students is 134, equally divided between males and females with 67 each. The EDJ group has a total of 97 students, nearly balanced with 48 males and 49 females. The Janajati group has the highest number among the specific ethnic groups at the bachelor's level, with a total of 630 students, including 252 males and 378 females. The Madhesi group has 128 students, with a higher male representation (74 males) compared to females (54 females). The "Other" category again shows the highest number, with a total of 2483 students, including 809 males and 1674 females.

In summary, the data reveals significant variations among different ethnic groups and genders at both academic levels. At the master's level, the "Other" category shows a dominant presence, while at the bachelor's level, this category also leads in numbers, followed by the Janajati group. Female students tend to outnumber male students in most categories, particularly in the Janajati and "Other" groups. The representation of Dalit and EDJ groups is relatively low compared to other groups.

Program Wise Ethnicity-Gender Status

Ethnicity-Gender Status of BBS Program

Table 20

Ethnicity Gender Status of BBS Program

Gender Ethnicity	Male	Female	Total
Dalit	51	48	99
EDJ	34	30	64
Janajati	175	265	440
Madhesi	26	19	45
Others	539	699	1238
TOTAL	825	1061	1886

Figure 12

Ethnicity Gender Status of BBS Program

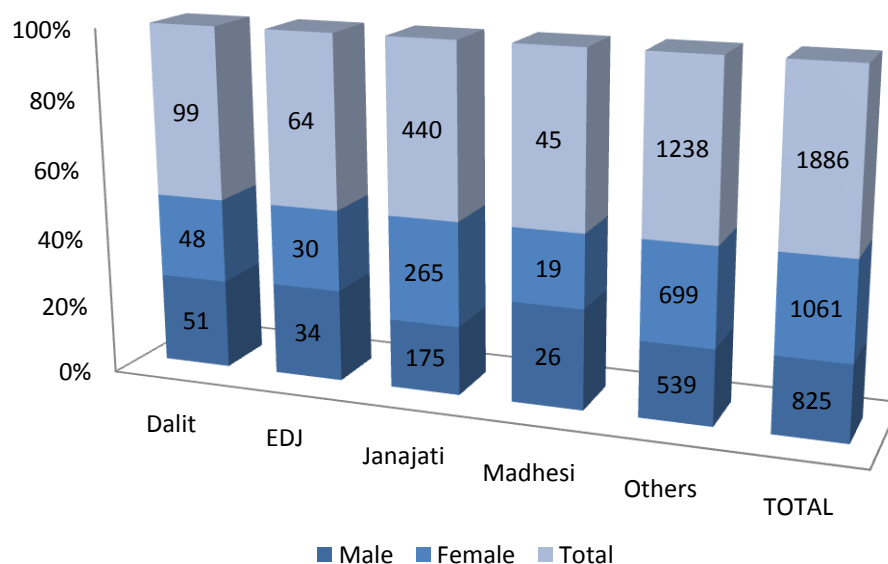


Table 20 presents a breakdown of gender distribution across various ethnic groups in BBS program. Among the Dalit community, there are 51 males and 48 females, totaling 99 individuals. The EDJ group comprises 34 males and 30 females, summing up to 64 individuals. The Janajati group has a significant representation with 175 males and 265 females, making a total of 440 individuals. The Madhesi community includes 26 males and 19 females, adding up to 45 individuals. The 'Others' category, which is the largest group, consists of 539 males and 699 females, totaling 1238 individuals. Overall, the entire dataset

encompasses 825 males and 1061 females, leading to a grand total of 1886 individuals. This data highlights a greater female representation across almost all ethnic groups, with the 'Others' category being the most populous and the Madhesi group the least represented.

Ethnicity-Gender Status of BMS Program

Table 21

Ethnicity Gender Status of BMS Program

Ethnicity \ Gender	Male	Female	Total
Dalit	10	10	20
EDJ	6	6	12
Janajati	25	47	72
Madhesi	6	11	17
Others	64	145	209
TOTAL	111	219	330

Figure 13

Ethnicity Gender Status of BMS Program

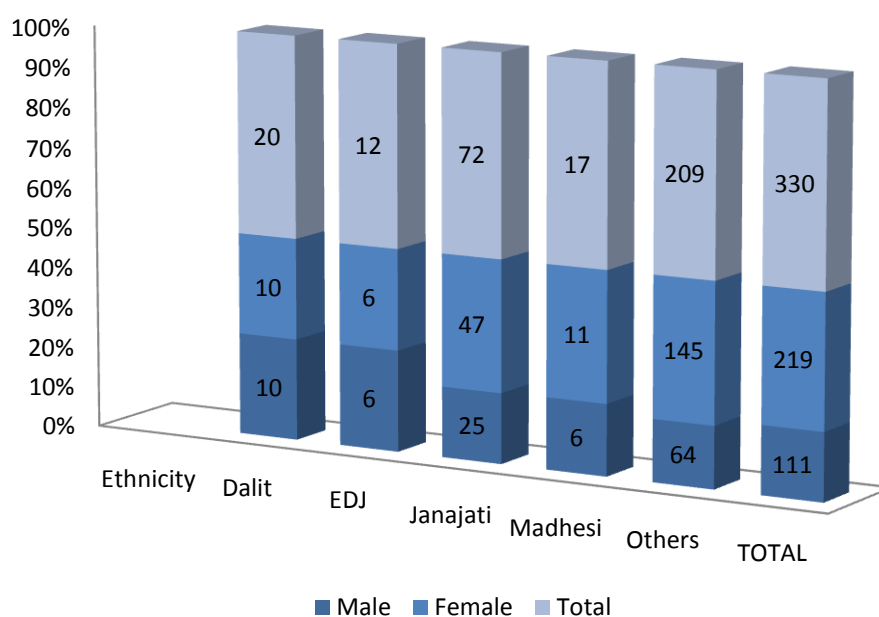


Table 21 provides a gender-wise distribution of individuals across different ethnic groups in BMS program. In the Dalit community, there is an equal representation of males and females, each accounting for 10 individuals, totaling 20. The EDJ group also shows an equal distribution with 6 males and 6 females, amounting to 12 individuals. The Janajati group has 25 males and a notably higher number of females at 47, summing up to 72 individuals. The Madhesi community includes 6 males and 11 females, making a total of 17 individuals. The 'Others' category is the largest, with 64 males and 145 females, resulting in a total of 209 individuals. Collectively, the dataset encompasses 111 males and 219 females, leading to an overall total of 330 individuals. This data highlights a significant female majority across most ethnic groups, particularly in the 'Others' and Janajati categories, while the Dalit and EDJ groups display gender parity.

Ethnicity-Gender Status of BBM Program

Table 22

Ethnicity Gender Status of BBM Program

Gender Ethnicity	Male		Female		Total	
Dalit	0		0		0	
EDJ	0		0		0	
Janajati	3		5		8	
Madhesi	1		2		3	
Others	11		34		45	
TOTAL	15		41		56	

Figure 14

Ethnicity Gender Status of BBM Program

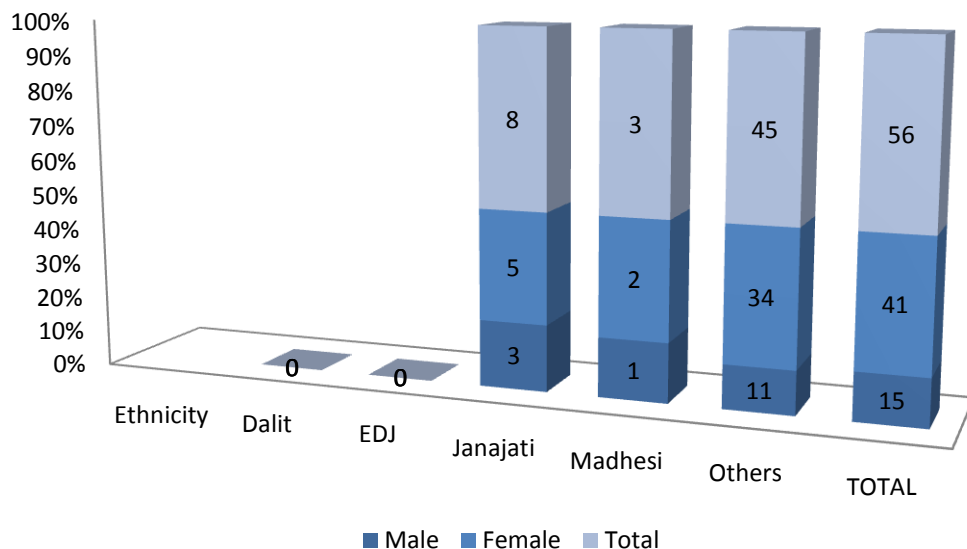


Table 22 displays the gender distribution of individuals across different ethnic groups in BBM program, highlighting a notably small sample size. The Dalit and EDJ communities have no representation, with both male and female counts at zero. The Janajati group consists of 3 males and 5 females, totaling 8 individuals. The Madhesi community has 1 male and 2 females, summing up to 3 individuals. The 'Others' category is the largest, comprising 11 males and 34 females, adding up to 45 individuals. Overall, there are 15 males and 41 females in the dataset, resulting in a total of 56 individuals. This data indicates a significant female majority across the represented ethnic groups, particularly within the 'Others' category. The absence of representation in the Dalit and EDJ groups is also notable, underscoring a potential area for further investigation or outreach.

Ethnicity-Gender Status of BBM-A Program

Table 23

Ethnicity Gender Status of BBM-A Program

Ethnicity \ Gender	Male	Female	Total
Dalit	3	6	9
EDJ	3	6	9
Janajati	22	24	46
Madhesi	16	1	17
Others	46	75	121
TOTAL	90	112	202

Figure 15

Ethnicity Gender Status of BBM-A Program

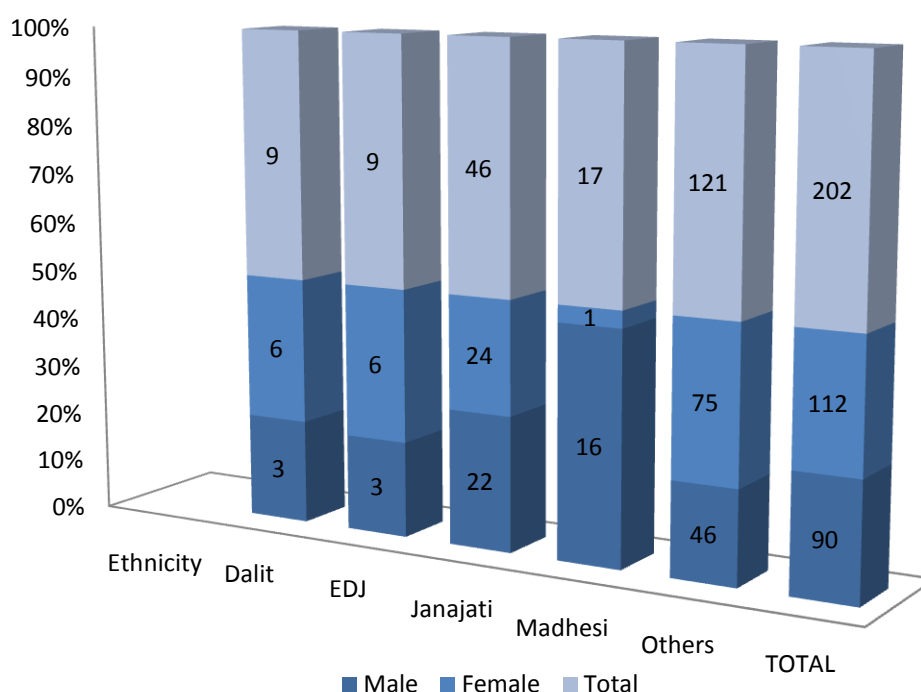


Table 23 details the gender distribution among various ethnic groups of BBM-A Program, revealing some interesting trends. Within the Dalit community, there are 3 males and 6 females, resulting in a total of 9 individuals. The EDJ group comprises 3 males and 6 females, totaling 9 individuals. The Janajati group has 22 males and 24 females, summing up to 46 individuals. The Madhesi community is notable for its skewed gender distribution, with 16 males and only 1 female, adding up to 17 individuals. The 'Others' category is the largest, with 46 males and 75 females, making a total of 121 individuals. Collectively, the dataset includes 90 males and 112 females, amounting to an overall total of 202 individuals. This data indicates a generally higher female representation in most ethnic groups, except for the Madhesi group, which shows a significant male majority. The 'Others' category stands out with the highest number of individuals and a substantial female majority.

Ethnicity-Gender Status of BBA-FA Program

Table 24

Ethnicity Gender Status of BBA-FA Program

Ethnicity \ Gender	Male	Female	Total
Dalit	1	2	3
EDJ	3	5	8
Janajati	17	34	51
Madhesi	14	20	34
Others	118	182	300
TOTAL	153	243	396

Figure 16

Ethnicity Gender Status of BBA-FA Program

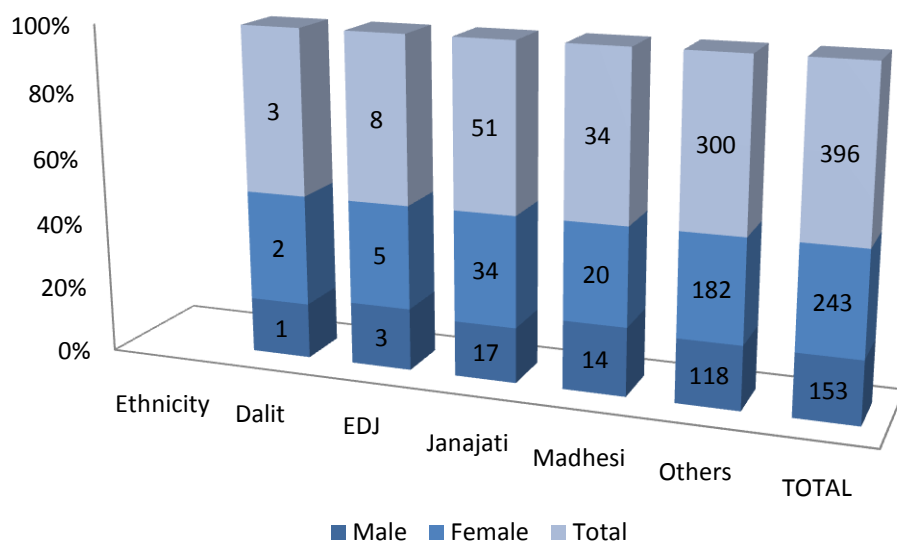


Table 24 table provides a gender distribution across various ethnic groups of BBA-FA Program, presenting a detailed view of the population demographics. The Dalit community is the smallest group, with 1 male and 2 females, totaling 3 individuals. The EDJ group comprises 3 males and 5 females, summing up to 8 individuals. The Janajati group has a substantial representation with 17 males and 34 females, making a total of 51 individuals. The Madhesi community includes 14 males and 20 females, adding up to 34 individuals. The 'Others' category is the largest, consisting of 118 males and 182 females, resulting in 300 individuals. Overall, the dataset includes 153 males and 243 females, leading to a grand total of 396 individuals. This data highlights a significant female majority across most ethnic groups, particularly in the Janajati and 'Others' categories. The 'Others' category not only has the highest total number of individuals but also the most pronounced female majority, reflecting broader demographic trends.

Ethnicity-Gender Status of MBS Program

Table 25

Ethnicity Gender Status of MBS Program

Gender Ethnicity	Male	Female	Total
Dalit	0	3	3
EDJ	0	1	1
Janajati	4	3	7
Madhesi	1	0	1
Others	32	47	79
TOTAL	37	54	91

Figure 17

Ethnicity Gender Status of MBS Program

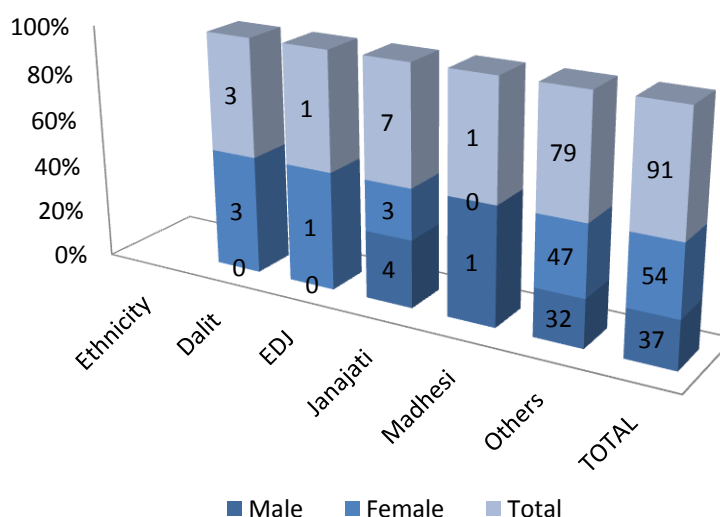


Table 25 outlines the gender distribution within different ethnic groups of MBS Program, highlighting some notable disparities. The Dalit community consists solely of females, with 3 individuals and no males. The EDJ group also has only female representation, with a single individual. The Janajati group is relatively balanced, comprising 4 males and 3 females, totaling 7 individuals. The Madhesi community has a lone male representative and no females, making a total of 1 individual. The 'Others' category is the largest, with 32 males and 47 females, summing up to 79 individuals. In total, there are 37 males and 54 females across all groups, amounting to 91 individuals. This data reveals a higher female representation overall, particularly in the Dalit and 'Others' categories. The absence of males in the Dalit and EDJ groups, as well as the absence of females in the Madhesi group, highlights significant gender imbalances within these specific ethnic communities.

Ethnicity-Gender Status of MBS-F Program

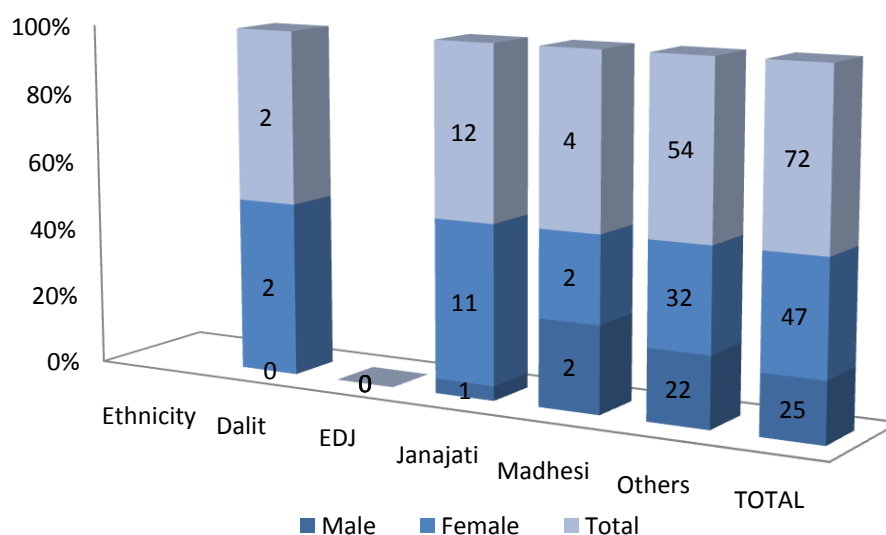
Table 26

Ethnicity Gender Status of MBS-F Program

Gender Ethnicity	Male	Female	Total
Dalit	0	2	2
EDJ	0	0	0
Janajati	1	11	12
Madhesi	2	2	4
Others	22	32	54
TOTAL	25	47	72

Figure 18

Ethnicity Gender Status of MBS-F Program



The table 26 provides an overview of gender distribution across various ethnic groups. The Dalit community consists of 2 females and no males, totaling 2 individuals. The EDJ group is unrepresented, with zero individuals. The Janajati group has 1 male and 11 females, summing up to 12 individuals. The Madhesi community includes an equal number of males and females, with 2 each, making a total of 4 individuals. The 'Others' category is the largest, comprising 22 males and 32 females, resulting in 54 individuals. Overall, the dataset includes 25 males and 47 females, amounting to a total of 72 individuals. This data reveals a significant female majority, particularly in the Janajati and 'Others' categories. The lack of representation in the EDJ group and the absence of males in the Dalit community highlight notable gender imbalances within these groups. The equal representation in the Madhesi group stands out as an exception to the general trend of female dominance.

Ethnicity-Gender Status of MBA-BF Program

Table 27

Ethnicity Gender Status of MBA-BF Program

Gender Ethnicity	Male	Female	Total
Dalit	0	1	1
EDJ	1	0	1
Janajati	4	4	8
Madhesi	4	6	10
Others	20	53	73
TOTAL	29	64	93

Figure 19

Ethnicity Gender Status of MBA-BF Program

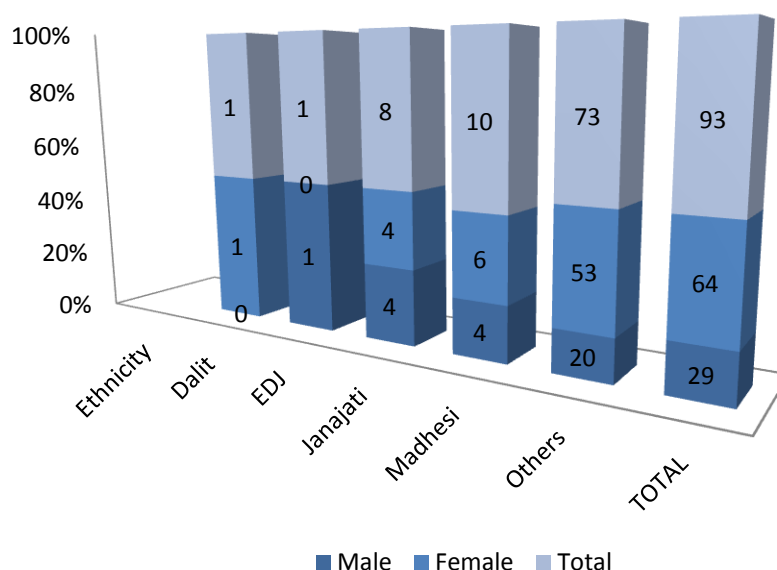


Table 27 details the gender distribution among various ethnic groups of MBA-BF Program, revealing a significant female majority. The Dalit community has only one female, with no male representation, totaling 1 individual. The EDJ group consists of a single male and no females, also totaling 1 individual. The Janajati group includes 4 males and 4 females, summing up to 8 individuals. The Madhesi community has 4 males and 6 females, making a total of 10 individuals. The 'Others' category is the largest, with 20 males and 53 females, resulting in 73 individuals. Overall, there are 29 males and 64 females, leading to a total of 93 individuals. This data highlights a pronounced female majority, particularly within the 'Others' category. The Dalit and EDJ groups have minimal representation, with only one individual each, and no gender balance. The significant female representation in most groups underscores the broader demographic trend of female dominance in this dataset.

SECTION - 7

GRADUATES

This section presents graduates of the campus according to the level of education and program. The numbers of students who have passed out in the academic year 2080/81 are considered as the basis for calculating the graduates.

Level Wise Graduates from the Campus

Table 28

Level Wise Graduates from the Campus

Level	Male	Female	Total
Master	67	171	238
Bachelor	57	141	198
Total	124	312	436

Figure 20

Level Wise Graduates from the Campus

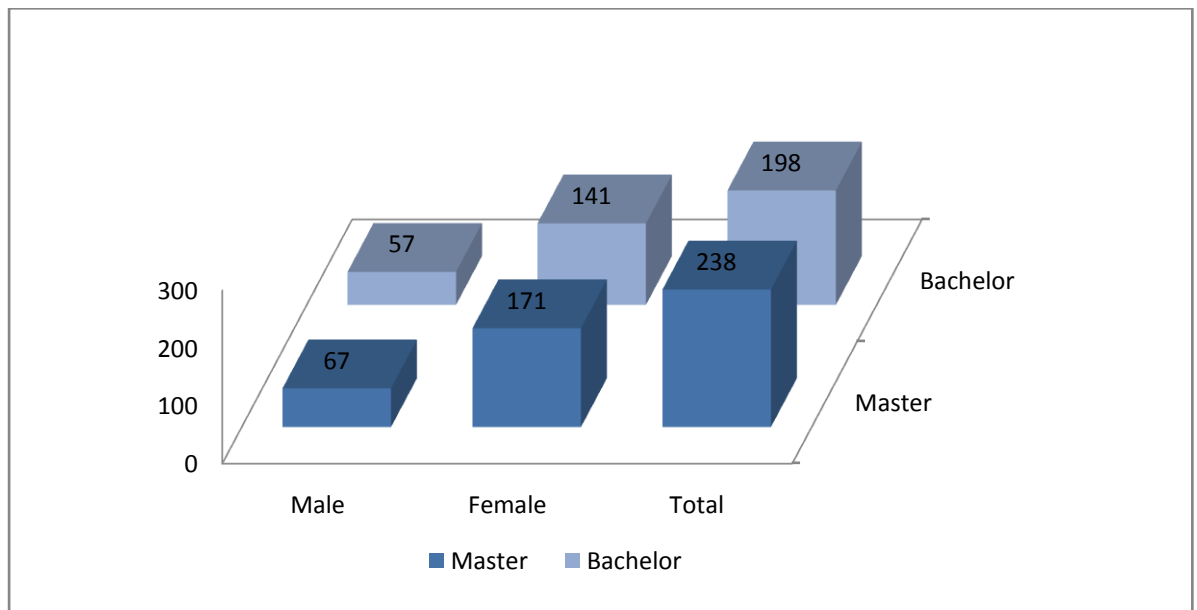


Table 28 illustrates a significant gender disparity in graduation numbers at both the Master's and Bachelor's levels, with a notable predominance of female graduates. At the Master's level, out of 238 graduates, 67 are male and 171 are female. This indicates that females constitute approximately 71.8% of the total Master's graduates, whereas males make up about 28.2%. A similar pattern is observed at the Bachelor's level, where out of 198 graduates, 57 are male and 141 are female. Here, females account for 71.2% of the total Bachelor's graduates, with males representing 28.8%. This consistent trend across both levels suggests that more females are graduating compared to their male counterparts, highlighting a marked gender imbalance favoring female graduates in the educational attainment at both the Master's and Bachelor's levels.

Program Wise Graduates from the Campus

Table 29

Program Wise Graduates from the Campus

Program	Male	Female	Total
BBS	37	104	141
BBM	20	37	57
MBS	60	160	220
MBA-BF	7	11	18
Total	124	312	436

Figure 21

Program Wise Graduates from the Campus

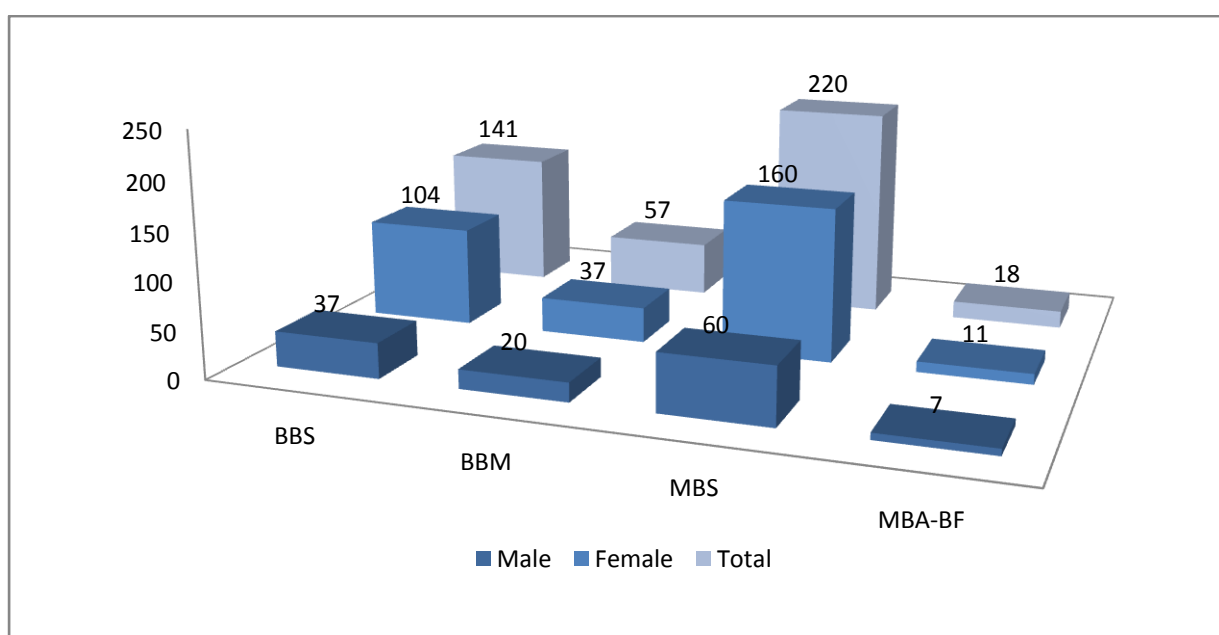


Table 29 based on graduation numbers across different programs, reveals a substantial gender imbalance, with females significantly outnumbering males. In the BBS program, there are 141 graduates, with 37 males and 104 females, indicating that females make up approximately 73.8% of the graduates. The BBM program has a total of 57 graduates, comprising 20 males and 37 females, with females constituting about 64.9% of the graduates. The MBS program shows a similar trend, with 220 graduates in total, of which 60 are males and 160 are females, resulting in females representing 72.7% of the graduates. In the MBA-BF program, there are 18 graduates, including 7 males and 11 females, with females making up 61.1% of the graduates. Overall, the total number of graduates across all programs is 436, with 124 males and 312 females, indicating that females constitute approximately 71.6% of the total graduates. This consistent pattern across different programs highlights a significant gender disparity, with female graduates substantially outnumbering male graduates.

SECTION - 8

SCHOLARSHIP

Each year the Campus provides scholarships to the needy students who come from different backgrounds. The campus notifies to all its students regarding the application deadlines for the scholarships. Students are awarded on the basis of different categories like entrance result in first semester/year, semester-end examination performance, economic status, physical status, marginalized community, etc. These facilities are provided by the campus itself. However, there are other scholarships as well provided by state government, UGC and other stakeholders and organizations which are not mentioned in this section.

Number of Students and Scholarship Amount in different Programs

Table 30

Number of Students and the Scholarship Amount in different Programs

Program	Number of Student	Scholarship Amount (RS)
BBS	155	139725
BMS	29	243874
BBM-A	57	1130000
BBM	36	650650
BBA-FA	63	1703104
MBA-BF	15	1054687
MBS-F	16	493800
Total	371	5415840

Figure 22

Number of Students in different Programs who received Scholarship during the year 2080/81

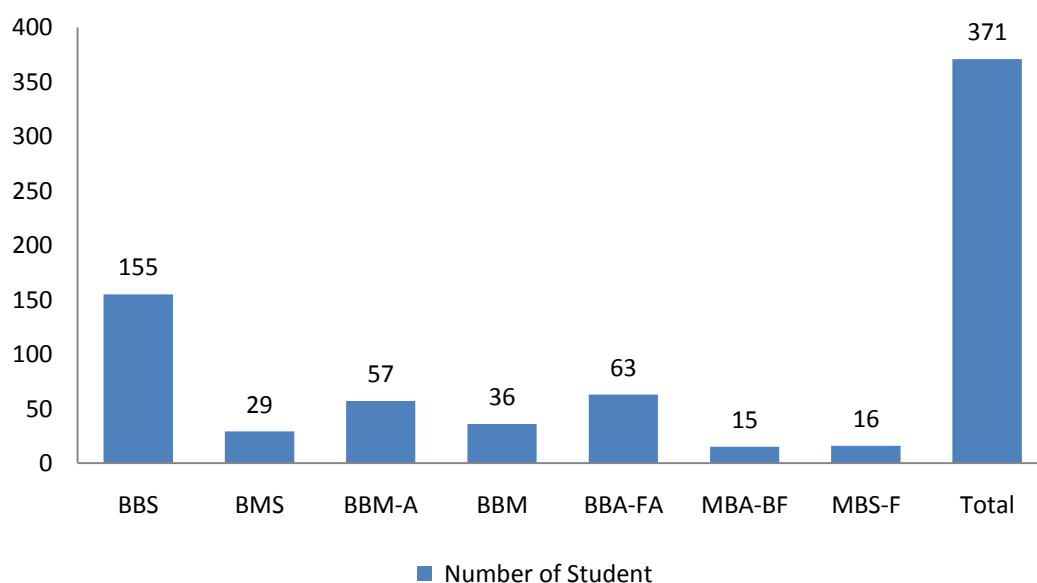


Figure 23

Scholarship Amount received by Students in different Programs during the year 2080/81

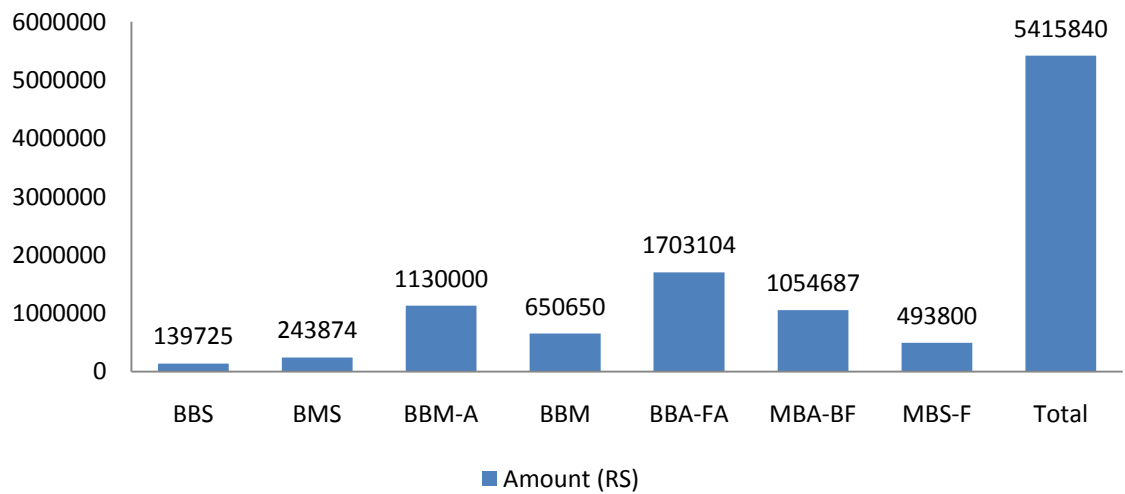


Table 30 presents a detailed account of students and scholarship amounts distributed across various academic programs. The BBS program has the highest 155 students receiving a total scholarship of Rs 139,725. The BMS program, despite having only 29 students, has a higher total scholarship amounting to Rs 243,874. The BBM-A program shows a significant scholarship distribution, with 57 students receiving Rs 1,130,000. BBM program, with 36 students, received Rs 650,650 in scholarships. BBA-FA program, with 63 students, stands out with the highest scholarship amount of Rs 1,703,104 among all programs. The MBA-BF program, though having only 15 students, has a considerable scholarship total of Rs 1,054,687. Lastly, the Master of Business Studies - Finance (MBS-F) program has 16 students receiving Rs 493,800 in scholarships. Cumulatively, the total number of students across all programs is 371, with the overall scholarship amounting to Rs 5,415,840.

SECTION - 9

RESEARCH AND PUBLICATION

The Lumbini Banijya Campus has developed into a significant research facility in recent years, involving both academics and students in research endeavors. Students pursuing bachelor and master degrees on campus are encouraged to take use of the many research opportunities available to them, as are faculty members. Every department on campus offers guidance on how to do research and prepare reports, as well as help to students working on Master's level projects. The students can collaborate with knowledgeable faculty members in a range of contexts.

The research committee was formed as a resource center to support faculty members and students in developing their research and academic skills as well as to offer resources for carrying out research projects. Furthermore, the committee oversees, plans, and assesses the academic and student research projects. Additionally, the committee publishes the "The Lumbini Journal of Business and Economics" and includes research papers that are the result of research projects undertaken faculty members and students of the Campus. The present members of the research committee are listed in table 31 below.

Table 31
Members of Research Committee

S.N.	Name	Title
1	Asst. Prof. Pitambar Sapkota	Co-ordinator
2	Asst. Prof. Mahesh Prasad Chaudhary Kurmi	Member (Asst. Campus Chief)
3	Assoc. Prof. Rajendra Lamsal	Member
4	Assoc. Prof. Bharat Bhusal	Member
5	Asst. Prof. Dr. Bhagwati Prasad Chaudhary	Member
6	Asst. Prof. Dhan Bahadur Pun	Member
7	Asst. Prof. Tulsi Prasad Bhusal	Member
8	Asst. Prof. Nabaraj Bhandari	Member
9	Asst. Prof. Rom Nath Sharma	Member

Research Publications

At Lumbini Banijya Campus, every department has published various materials, including magazines, newsletters, journals, and more. The research journals are published on the biannual and annual basis. The campus journal is listed in Nepal Journal Online "NepJOL". The recent publication of "The Lumbini Journal of Business and Economics", Volume 11, Issue 2 is available on <https://www.nepjol.info/index.php/ljbe/issue/view/4037>. The campus is improving its website by offering PDF versions of its printed publications online available at <https://journal.lbc.edu.np/>, while also reducing the substance of its print publications in keeping with its commitment to environmental, social, and economic sustainability.

Table 32*List of faculties and Students with research title published*

S.N.	Author Name	Title
1	Assoc. Prof. Bharat Bhusal	Organizational Learning and Performance of Nepalese Banks
2	Ms. Nabina Aryal (MBA-BF Scholar)	Effects of Social Media Information on Intention to Invest in Nepalese Capital Market
3	Mr. Durga Prasad Dumre (MBA-BF Scholar) & Asst. Prof. Lalit Man Shrestha	Factors Influencing Tax Compliance Behavior among the Industries of Butwal Industrial Estate
4	Asst. Prof. Suresh Sapkota & Asst. Prof. Dilli Raj Gautam	Foreign Direct Investment and Economic Growth of South Asia
5	Asst. Prof. Tulshi Prasad Bhusal	Internal Control System and Financial Performance of Saving and Credit Cooperatives
6	Asst. Prof. Sandhaya Kafley	Effect of Religious Belief, Mental Relaxation and Cultural Enjoyment of Behavioural Intention of Tourists to Visit Lumbini, Nepal
7	Mr. Bhojendra Kunwar (MBA-BF Scholar) & Asst. Prof. Govind Jnawali	Impact of Macroeconomic and Bank-Specific Variables on the Profitability of Commercial Banks in Nepal

Table 33*List of Mini Research Published in 2080/81*

S.N.	Author	Topic	Date
1	Ms. Sandhaya Kafley	Effects of Personal, Social, Environmental and Political Factors on Migration Intention of Paramedic Students of Rupandehi District	2080-11-17
2	Ms. Sanju Gaire	Solid Waste Management Practices of Butwal Sub-Metropolitan City	2080-11-17
3	Ms. Sandhaya Kafley	Entrepreneurial Element in Rural Tourism in Lumbini Province of Nepal	2081-01-27

SECTION - 10

LIBRARY AND LEARNING RESOURCES

With the aim to provide a good quality learning center, Lumbini Banijya Campus offers a resourceful library with books, journals, dissertation, magazines and electronic resources upon which students and teachers depend for their research and study. It is an essential element of the campus's attempt to create and maintain learning platform, which has been fortified with recently set up separate reading room facility with access to electronic and online resources.

General Information on Library

The library remains open all days except Saturdays. It also offers flexible study hours during winter and summer vacations. The general information about library is summarized in Table below.

Table 34

General Information on library

S.N.	Particulars	Numbers	Remarks
1	Opening hours per day	11 (Hrs.)	6 A.M to 5 P.M.
2	Number of Staffs	4	2 Professionals + 2 Facilitators
3	Study seats	115	85 in Digital Library + 30 in Library
4	Computers	33	21 in Digital Library + 6 in Library + 6 in Studio Room
5	Studio Room	1	With 20 seats and 6 computers
6	Photocopy	2	1 Colour + 1 Black & White
7	Printer	1	
8	Scanner	1	
9	Departmental Library	6	One each in Academic Department
10	Confidential Library	1	In Confidential Department

Collection of Reading Materials

Enhancing the accessibility of reading resources in the library and promoting the learning habits of faculty, staff, and non-teaching personnel have long been top priorities for the campus. In this regard, the Campus has consistently been a leader in giving students the necessary quantity of textbooks in addition to a sufficient number of pertinent reference books. In addition to this, the campus has provided staff members with access to online databases including ProQuest Database, which is supported by T.U., and Research4Life Table 35 displays the details of the reading resources that the Campus has made available.

Table 35*Collection of Reading Materials till the end of 2080/81*

S.N.	Particulars	Number	Remarks
1	Text Books	32601	
2	Reference Books	4557	
3	Journals Published from Campus	2	1. The Lumbini Journal of Business & Economics 2. Lumbini Journal of Language & Literature (Both listed in NepJOL)
4	Dissertation	1477	Collection of Dissertation of Master Level Students
5	Undergraduate Research Project	71	Collection of Research Report of BBA-FA Students
6	Magazines	3	The Economist, Harvard Business Review and Business 360
7	Newspaper	18	Gorkha Patra, Nagarik Dainik, The Himalayan Times, The Rising Nepal, Kantipur etc.
8	Database	2	1. Proquest Database (https://tucl.remotexs.co) 2. Research4life (https://www.research4life.org)

Circulation and Provision of Borrowing Books

Table 36 shows different conditions of borrowing books for teachers, non-teaching staff and students. Students from other institutions cannot borrow books but they can study the reading resources inside reading rooms. They can also photocopy reading resources with specified pay rates.

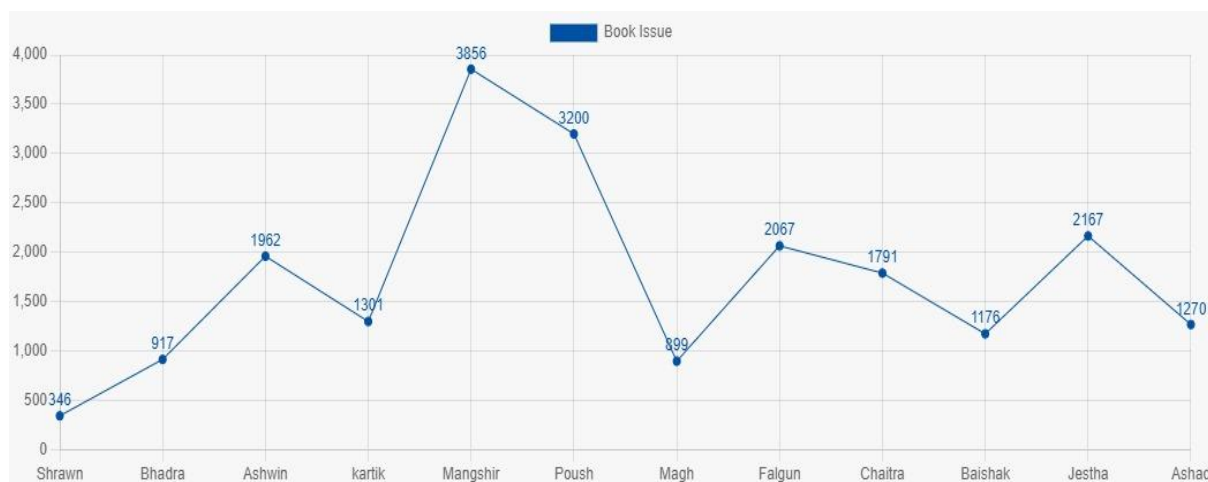
Table 36*Circulation and Provision of Borrowing Books*

S.N.	Types of Users		Number of Books Allowed	Period
1	Students	MBA-BF	8	150 Days
		MBS-F	5	150 Days
		MBS	5	150 Days
		BBA-FA	5	150 Days
		BBM-A	5	150 Days
		BMS	5	150 Days
		BBM	5	150 Days
		BBS	4	15 Days
2	Teaching Staffs		20	1 Year
3	Non-Teaching Staffs		5	1 Year

Book Issue during the year 2080/81

Figure 24

Book Issue during the Year 2080/81



The above chart presents the monthly book issuance statistics over a year, revealing distinct patterns and trends. The number of book issues starts relatively low in Shrawan with 906 and Bhadra with 927, and sees a moderate rise in Ashwin at 1160. Notably, Kartik experiences a drastic drop with only 40 issues, significantly lower than any other month. The issuance figures then sharply increase, peaking in Falgun with the highest count of 3556 books issued. Following this peak, there is a slight decline in Chaitra to 3157 issues, and a further decrease in subsequent months, reaching 2265 in Baishak, 1385 in Jestha, and a slight rise again in Ashad to 2361. This trend suggests a possible correlation with academic cycles, holidays, or other seasonal factors influencing library usage. The pronounced dip in Kartik could indicate a period of reduced activity, perhaps due to holidays, whereas the surge in Falgun might correspond to peak academic engagement. Overall, the chart illustrates significant fluctuations in book borrowing behavior throughout the year.

Books with Top Issue Count during the year 2080/81

Table 37

Books with Top Issue Count

S.N.	Title of the Book	Issue Count
1	Business Statistics	1642
2	English for Business Studies – I	1614
3	Principles of Management	1555
4	Microeconomics for Business	1200
5	Financial Accounting and Analysis	938
6	Patterns for College Writing	839
7	व्यवस्थापनका सिद्धान्तहरु	763
8	Management of Financial Institutions	757
9	व्यवस्थापनका लागि सूक्ष्म अर्थशास्त्र	716
10	Fundamentals of Corporate Finance	713

All the books with top issue counts presented in the table 37 are textbooks, most of which are related to BBS students. Business Statistics is the textbook with most issue counts followed by English for Business Studies-I and Principle of Management.

Students and Staffs with most Book Issues during the year 2080/81

Table 38

Students with most Book Issues

S.N.	Name of Student	Class	Level	Issue Count
1	Sandesh Budhathoki	BBS 1 st , 2080	Bachelor	65
2	Chandani Tharu	BBS 1 st , 2080	Bachelor	59
3	Sajana K.C.	BBS 1 st , 2080	Bachelor	59
4	Nitu Thapa	BBS 1 st , 2080	Bachelor	59
5	Bidhya Gaire	BBS 1 st , 2080	Bachelor	59
6	Asmita Bhandari	BBS 1 st , 2080	Bachelor	58
7	Kabita Acharya	BBS 1 st , 2080	Bachelor	58
8	Hema Paudel	BBS 1 st , 2080	Bachelor	58
9	Paras Chauhan	BBS 1 st , 2080	Bachelor	57
10	Sandhya Panthi	BBS 1 st , 2080	Bachelor	56

The table 38 shows that students with most frequent book issues are from BBS program. All the students in the list of most frequent issues of books are from BBS programs. Table 39 shows the staffs details with most book issues in the year 2080/81.

Table 39

Staff with most Book Issues

S.N.	Name of Staff	Designation	Department	Issue Count
1	Shivaraj Adhikari	Office Assistant	General Administration	40
2	Dhan Bahadur Pun	Asst. Professor	Department of Finance	27
3	Madhav Kumar Poudel	Teaching Assistant	Department of Management and Marketing	19
4	Barun Gyawali	Teaching Assistant	Department of Finance	16
5	Rom Nath Sharma	Asst. Professor	Department of English and Business Communication	16
6	Ramlal Joshi	Assoc. Professor	Department of Accountancy	13
7	Mitralal Chapagain	Asst. Professor	Department of Accountancy	12
8	Tulshi Prasad Bhusal	Asst. Professor	Department of Accountancy	12
9	Lalit Man Shrestha	Asst. Professor	Department of Accountancy	11

SECTION - 11

STUDENT PASS OUT RECORD

This section presents pass out record of the campus according to the programs in the fiscal year 2080/81. The number of students who appeared in the final examination and passed their examination in the particular year is taken as the basis for calculation.

Academic Performance of Students in Different Programs

Pass Rate of BBA-FA Students

The data in the table 40 indicates strong academic performance of BBA-FA students, with most semesters showing pass rates well above 70%, and the 5th Semester of the 2077 Batch achieving a remarkable 100% pass rate.

Table 40

Pass Rate of BBA-FA Students

Semester	Total Appeared	Total Pass	Total Fail	Pass %
1 st Sem (2080 Batch)	79	72	7	91.14
2 nd Sem (2079 Batch)	75	57	18	76
3 rd Sem (2078 Batch)	77	56	21	72.72
3 rd Sem (2079 Batch)	74	56	18	75.67
4 th Sem (2078 Batch)	77	59	18	76.62
5 th Sem (2077 Batch)	76	76	0	100
6 th Sem (2077 Batch)	76	74	2	97.37
7 th Sem (2076 Batch)	80	78	2	97.5
8 th Sem (2076 Batch)	80	71	9	88.75

Pass Rate of BBM-A Students

The data in table 41 highlights significant variability in pass rates of BBM-A students, with some semesters achieving over 80% pass rates, while others, particularly the 2nd Semester of the 2079 Batch, show lower success rates.

Table 41

Pass Rate of BBM-A Students

Semester	Total Appeared	Total Pass	Total Fail	Pass %
1 st Sem (2080 Batch)	42	25	17	59.52
2 nd Sem (2079 Batch)	63	25	38	39.68
3 rd Sem (2078 Batch)	42	27	15	64.29
3 rd Sem (2079 Batch)	59	38	21	64.40
4 th Sem (2078 Batch)	41	35	6	85.37
5 th Sem (2077 Batch)	54	44	10	81.48

Pass Rate of BMS Students

The data provided in table 42 details the academic performance across different semesters of BMS students. The data indicates variability in pass percentages across different semesters and batches, with notable improvements in the later semesters.

Table 42

Pass Rate of BMS Students

Semester	Total Appeared	Total Pass	Total Fail	Pass %
1 st Sem (2080 Batch)	71	53	18	74.65
2 nd Sem (2079 Batch)	87	39	48	44.83
3 rd Sem (2078 Batch)	103	71	32	68.93
3 rd Sem (2079 Batch)	79	47	32	59.49
4 th Sem (2078 Batch)	95	70	25	73.68
5 th Sem (2077 Batch)	72	68	4	94.44

Pass Rate of BBM Students

The table 43 illustrates the academic performance of two advanced semesters BBM students. In both the 7th Semester of the 2076 Batch, the 8th Semester of the 2075 Batch, all appeared students were pass, resulting in a 100% pass rate. This indicates exceptional performance and a complete success in these two semesters.

Table 43

Pass Rate of BBM Students

Semester	Total Appeared	Total Pass	Total Fail	Pass %
7 th Sem (2076 Batch)	56	56	0	100
8 th Sem (2075 Batch)	75	75	0	100

Pass Rate of BBS Students

The table 44 highlights the academic performance of students in BBS Program. In the 3rd Year of the 2076 Batch, 620 students appeared for the exams, but only 151 passed, resulting in a low pass rate of 24.35%. In contrast, the 4th Year of the 2075 Batch showed significant improvement, with 505 students appearing and 311 passing, leading to a much higher pass rate of 61.58%.

Table 44

Pass Rate of BBS Students

Year	Total Appeared	Total Pass	Total Fail	Pass %
3 rd Year (2076 Batch)	620	151	469	24.35
4 th Year (2075 Batch)	505	311	194	61.58

Pass Rate of MBS-F Students

The table 45 provides an overview of student performance across different semesters for the 2079 and 2078 Batches. In the 1st Semester of the 2079 Batch, 42 students appeared, with 22 passing, resulting in a pass rate of 52.38%. In the 2nd Semester of the same batch, 37 students appeared, but only 17 passed, leading to a lower pass rate of 45.95%. The 4th Semester of the 2078 Batch demonstrated exceptional performance, with 24 students appearing and 23 passing, achieving a high pass rate of 95.83%.

Table 45

Pass Rate of MBS-F Students

Semester	Total Appeared	Total Pass	Total Fail	Pass %
1 st Sem (2079 Batch)	42	22	20	52.38
2 nd Sem (2079 Batch)	37	17	20	45.95
4 th Sem (2078 Batch)	24	23	1	95.83

Pass Rate of MBA-BF Students

Table 46 shows the examination results across three different semesters. In the 2nd Semester for the 2079 Batch, out of 33 students who appeared, 20 were pass resulting in a pass percentage of 66.60%. In contrast, both the 3rd and 4th Semesters for the 2078 Batch had all 26 students passed who has appeared the examination, achieving a perfect pass rate of 100% in each semester.

Table 46

Pass Rate of MBA-BF Students

Semester	Total Appeared	Total Pass	Total Fail	Pass %
2 nd Sem (2079 Batch)	33	20	13	60.60
3 rd Sem (2078 Batch)	26	26	0	100
4 th Sem (2078 Batch)	26	26	0	100

SECTION - 12

STUDENT DROP OUT RECORD

This section presents dropouts of the students according to the programs running in the Campus. However, there are some difficulties in obtaining the actual number of dropout students, as the students don't convey timely message to the campus administration regarding their dropout status. The number of students who don't fill up their registration form (for 1st Year) and annual examination form (for rest of the year) in the particular year is taken as the basis for calculating the dropout rates.

Drop Out Rate of Students in Different Programs in the Year 2080/81

Drop Out Rate in BBS Program

The table 47 highlights the dropout rates for two different academic batches of BBS Program. In the 3rd Year (2077 Batch), out of 368 enrolled students, 335 filled the exam form while 33 dropped out, resulting in a dropout rate of 8.97%. For the 4th Semester (2078 Batch), 584 students were enrolled, with 558 submitting the exam form and 26 dropping out, leading to a lower dropout rate of 4.45%.

Table 47

Drop Out Rate of BBS

Semester	Enrollment	Exam Form	Drop Out	Drop Out
3 rd Year (2077 Batch)	368	335	33	8.97
4 th Sem (2078 Batch)	584	558	26	4.45

Drop Out Rate in BMS Program

The table 48 presents dropout rates across various semesters for different academic batches of BMS programs. In the 1st Semester (2080 Batch), 84 students were enrolled, with 71 submitting the exam form and 13 dropping out, resulting in a dropout rate of 15.48%. The 3rd Semester (2079 Batch) had 80 enrolled students, 79 of whom filled the exam form, leading to a low dropout rate of 1.25% with only 1 dropout. For the 5th Semester (2078 Batch), out of 96 enrolled students, 94 submitted the exam form and 2 dropped out, resulting in a dropout rate of 2.08%. Notably, in the 6th Semester (2077 Batch), all 70 enrolled students filled the exam form with no dropouts.

Table 48

Drop Out Rate of BMS

Semester	Enrollment	Exam Form	Drop Out	Drop Out %
1 st Sem (2080 Batch)	84	71	13	15.48
3 rd Sem (2079 Batch)	80	79	1	1.25
5 th Sem (2078 Batch)	96	94	2	2.08
6 th Sem (2077 Batch)	70	70	0	0.00

Drop Out Rate in BBM-A Program

The table 49 outlines the dropout rates for different semesters across various academic batches of BBM-A Program. In the 1st Semester (2080 Batch), there were 48 enrolled students, 42 of whom submitted the exam form, and 6 dropped out, resulting in a dropout rate of 12.50%. For the 3rd Semester (2079 Batch), 60 students were enrolled, with 59 submitting the exam form and 1 dropping out, leading to a dropout rate of 1.67%. In the 5th Semester (2078 Batch) and the 6th Semester (2077 Batch), all enrolled students filled out the exam form, achieving dropout rates of 0.00% in both cases, with no students dropping out.

Table 49

Drop Out Rate of BBM-A

Semester	Enrollment	Exam Form	Drop Out	Drop Out %
1 st Sem (2080 Batch)	48	42	6	12.50
3 rd Sem (2079 Batch)	60	59	1	1.67
5 th Sem (2078 Batch)	41	41	0	0.00
6 th Sem (2077 Batch)	53	53	0	0.00

Drop Out Rate in BBA-FA Program

The table 50 shows dropout rates for various semesters across different academic batches of BBA-FA. In the 1st Semester (2080 Batch), 89 students were enrolled, with 79 submitting the exam form and 10 dropping out, resulting in a dropout rate of 11.24%. In contrast, the 3rd Semester (2079 Batch), 5th Semester (2078 Batch), 6th Semester (2077 Batch), and 8th Semester (2076 Batch) all had zero dropout rates, with all enrolled students filling out the exam form.

Table 50

Drop Out Rate of BBA-FA

Semester	Enrollment	Exam Form	Drop Out	Drop Out %
1 st Sem (2080 Batch)	89	79	10	11.24
3 rd Sem (2079 Batch)	74	74	0	0.00
5 th Sem (2078 Batch)	76	76	0	0.00
6 th Sem (2077 Batch)	77	77	0	0.00
8 th Sem (2076 Batch)	80	80	0	0.00

Drop Out Rate in MBA-BF Program

The table 51 provides an overview of student enrollment and dropout statistics across different semesters of MBA-BF Program. For the 1st Semester of the 2080 Batch, there were 34 students enrolled, with 29 submitting their exam forms and 5 dropping out, resulting in a dropout rate of 14.71%. In contrast, the 3rd Semester of the 2079 Batch saw full participation, with all 33 students enrolled also submitting their exam forms, leading to a 0.00% dropout rate. Similarly, the 4th Semester of the 2078 Batch had 26 students, all of whom completed their exam forms, with no dropouts.

Table 51*Drop Out Rate of MBA-BF*

Semester	Enrollment	Exam Form	Drop Out	Drop Out %
1 st Sem (2080 Batch)	34	29	5	14.71
3 rd Sem (2079 Batch)	33	33	0	0.00
4 th Sem (2078 Batch)	26	26	0	0.00

Drop Out Rate in MBS-F Program

The table 52 summarizes student enrollment and dropout data for two semesters of MBS-F. In the 1st Semester of the 2080 Batch, there were 34 students enrolled, with 28 submitting their exam forms and 6 dropping out, resulting in a dropout rate of 17.65%. For the 3rd Semester of the 2079 Batch, 38 students were enrolled, 36 submitted their exam forms, and 2 dropped out, which corresponds to a dropout rate of 5.26%.

Table 52*Drop Out Rate of MBS-F*

Semester	Enrollment	Exam Form	Drop Out	Drop Out %
1 st Sem (2080 Batch)	34	28	6	17.65
3 rd Sem (2079 Batch)	38	36	2	5.26

SECTION - 13

FINANCIAL ASPECTS OF THE CAMPUS

This section provides the information about the fixed assets of the Campus and the financial transaction for the two fiscal years 2078/79 and 2079/80.

Fixed Assets of the Campus

The fixed assets of the campus include land, building, lab equipment, furniture, books and other physical properties. Details of the different portions of land area covered by campus, electronic equipments and furniture owned by the campus are presented in the tables from table 53 to table 56.

Table 53

Area Occupied By LBC

SN	PARTICULARS	AREA
1	Total Land area	7 bigha, 2 Kattha
2	Area Occupied by Buildings	45,635.76 Sq/ft.
3	Sports ground	
	a) Basketball Court	4250 Sq/ft.
	b) Volleyball Court	3867.78 Sq/ft.
	c) Badminton Court	1300 Sq/ft.
4	Garden / Park	
	a) Saraswati Park	11504.21 Sq/ft.
	b) LBC Community Green Park	4386 Sq/ft.

Table 54

Details of Buildings & Infrastructure

S.N.	Name Building & Infrastructure	Floor	Number
1	Buddhawali Academic Block	2 Floor	1
2	Ramapithecus Academic Block	3 Floor	1
3	Jitgadhi Academic Block	2 Floor	1
4	Ujir Singh Academic Block	2 Floor	1
5	Tilganga Administrative Block	3 Floor	1
6	Tilaurakot Academic Block	2 Floor	1
7	Library Block	2 Floor	1
8	SBU Conference Hall	1 Floor	1
9	Security Guard Rooms	1 Floor	2
10	Cycle / Motor Cycle Parking	1 Floor	2
11	Generator House	1 Floor	1
12	Drinking Water Pump House	1 Floor	1
13	Motor Parking House	1 Floor	1
14	Basket Ball Court		1
15	Volley Ball Court		1

Table 55*Electronic Equipments*

S.N	Particulars	Numbers	S.N	Particulars	Numbers
1	Computer (CPU)	118	10	Television	5
2	Monitor	146	11	AC (Air Condition)	51
3	Computer UPS / Small UPS Battery	11	12	Ceiling Fan	397
4	Laptop	8	13	Wall Fan	21
5	Photocopy Machine	5	14	Stand Fan	2
6	Scanner	1	15	Telephone Set	21
7	Multimedia Projector	45	16	CCTV Camera Set	1
8	Printer	24	17	Note Counting Machine	1
9	Sound Speaker	3	18	Refrigerator	1
Total					361

Table 56*Furniture and Other Accessories*

S.N	Particulars	Numbers	S.N	Particulars	Numbers
1	Wooden Chair with Foam (Without Hand Bar)	509	24	Fiber Bench	322
2	Wooden Chair (without Foam and Hand Bar)	13	25	Desk - Bench Set Wooden	185
3	Wooden Chair with Foam and Hand Bar	72	26	Fiber Desk - Single	160
4	Steel Book Rack (Open Rack-Steel)	27	27	Fiber Chair - Single	71
5	Wooden Book Rack (Open Rack-Wooden)	62	28	Lecturer Podium	45
6	Index File Rack (Wooden)	13	29	White Board	55
7	Aluminum Rack	8	30	Table Tennis Board	6
8	Teacher Table / Big Table (Wooden)	2	31	Open Rack / Demonstrative Rack	4
9	Wooden Table	25	32	Round Table	13
10	Steel Daraj	25	33	Notice Board	12
11	Display Rack- Wooden	5	34	Projector Screen	4
12	Fiber Desk	621	35	Steel Chair	9
13	Fiber Chair- Set	476	36	Computer Table	115
14	Wooden Bench With Iron Frame	86	37	Sofa Set	14
15	Wooden Desk With Iron Frame	82	38	Tea Table	10
16	Ring Chair	72	39	Wooden Open Rack / Wooden daraj	33
17	Lecturer Stand Table	17	40	Dinning Table	22
18	White Table / Lecturer Table / Small Office Table	16	41	Dinning Chair	32
19	Class Notice Board / Small Notice Board	54	42	Bed Set	6
20	Office Table	61	43	Stapler Heavy	2
21	Revolving Chair / Office Chair	39	44	Trolley	2
22	Bed (Medical Bed)	8	45	Plastic Chair	31
23	Water Cooling Machine	4	46	Study Table- Wooden	4
Total					3454

Statement of Income and Expenditure for Two Fiscal Years

For the upkeep of the academic environment, research, teaching, and other activities, income and expenses are crucial. The tables below provide specifics about revenue and expenses for the two fiscal years 2078/79 and 2079/80. The summarized report, Table 53, shows the overall income of 147,847,094.89 for the fiscal year 2079/80. Of this amount, 103,326,880.00 was received directly from student tuition fees, while 44,520,214.89 came from indirect sources such as grants, bank interest, and other income. The entire income for the preceding year (2078/79) was \$149,377,418.43. Comparably, the total expenses for the years 2079/80 and 2078/79 amount to 118,119,943.27 and 103,892,127.33, respectively. When it comes to cumulative accumulation, the campus has accumulated 45,485,291.10 in the year 2079/80 and 29,727,151.62 in the year 2079/80.

Table 57

Summarized Income and Expenditure Statement for the year 2079/80 and 2078/79

Description	Fiscal Year 079/080	Fiscal Year 078/079
DIRECT INCOME: (A)		
Tuition fees from students deposit (refer table 58)	103,326,880.00	112,657,190.00
INDIRECT INCOME: (B)		
Grants (refer table 59)	7,634,675.00	4,663,658.00
From other income (refer table 60)	9,082,697.00	7,395,119.00
Bank interest income (refer table 61)	27,802,842.89	24,661,451.43
Total	44,520,214.89	36,720,228.43
SUM (A) (A+B)	147,847,094.89	149,377,418.43
EXPENSES:		
Depreciation	13,322,087.76	12,596,092.60
Towards Campus Operations (refer table 62)	89,390,839.10	79,136,504.73
On the administrative side (refer table 63)	15,407,016.41	12,159,530.00
TOTAL (B)	118,119,943.27	103,892,127.33
CUMULATIVE ACCUMULATION (A-B)	29,727,151 .62	45,485,291.10

Table 58

Education fee income statement from students up to the end of 2080

Description	Fiscal Year 079/080	Fiscal Year 078/079
Tuition fees	12,258,090,00	19,092,294.00
Admission fees	17,037,300,00	26,611,485.00
Semester fees	66,248,090,00	66,953,411.00
Examination income (Autonomous)	7,783,400,00	-
TOTAL	103,326,880.00	112,657,190.00

Table 59*Details of grants received up to the end of 2080*

Description	Fiscal Year 079/080	Fiscal Year 078/079
जिल्हा समन्वय समिति अनुदान	-	-
University Grants Commission (ECA)	-	1,200,000.00
University Grants Commission (Regular)	1,810,000.00	1,685,000.00
University Grants Commission (Performance)	-	111,900.00
University Grants Commission (Research)	124,675.00	-
University Grants Commission (NEHEP)	1,900,000.00	-
Institutional autonomy grants Industry trade association Orant from Ministry of Education	-	-
उद्योग वाणिज्य संघ	-	-
Grant from Ministry of Education	-	-
Global IME Bank (CSR)	-	60,000.00
नागरिक लगानी कोष (CSR)	50,000.00	-
सामाजिक विकास डिभिजन कार्यालय	150,000.00	817,375.00
Indian Embassy (Bus Received)	3,600,000.00	-
Butwal Sub-Metropolitan City	-	789,383.00
TOTAL	7,634,675.00	4,663,658.00

Table 60*Statement of other income up to the end of 2080*

Description	Fiscal Year 079/080	Fiscal Year 078/079
Miscellaneous income	2,996,924.00	5,091,737.00
Photocopy income	12,999.00	27,677.00
Canteen rent	207,500.00	210,000.00
Training income	164,400.00	213,500.00
PRE VIVA, VIVA Income	3,035,600.00	1,682,800.00
Hall Rent (स्ववित्त)	-	9,000.00
क्याम्पस परीक्षा केन्द्र सहयोग	161,370.00	156,805.00
International Seminar Income	2,503,904.00	-
tie sales	-	3,600.00
Other income	-	-
TOTAL	9,082,697.00	7,395,119.00

Table 61*Statement of bank interest income up to the end of 2080*

Description	Fiscal Year 079/080	Fiscal Year 078/079
Interest income (banks)	528,070.83	159,130.06
Interest Income (Megha Bank FD)	-	1,990.94
Interest Income (Kumari Bank FD)	-	163,479.45
Interest Income (Citizen Bank FD)	2,947,365.92	5,137,953.17
Interest Income (Shine Reshunga Development Bank FD)	9,135,197.57	8,124,484.82
Interest Income (Kamana Sewa Bikas Bank FD)	2,215,071.17	3,977,973.46
Interest Income (Lumbini Cooperative FD)	28,667.30	43,382.56
Interest Income (Machhapuchre Bank FD)	180,246.52	228,380.00
Interest Income (Garima Bank FD)	1,450,709.25	2,676,402.72
Interest Income (Goodwill Finance FD)	885,051.43	192,387.60
Interest Income (Best Finance FD)	497,553.85	86,595.32
Interest InCdme (Global Bank FD)	1,134,478.70	3,105,274.71
Interest Income (Jyoti Bikas Bank FD)	337,590.02	57,637.01
Interest Income (Himalayan Bank FD)	627,187.93	25,686.30
Interest Income (Lumbini Development Bank FD)	2,017,259.54	-
Interest income (Nepal Bank FD)	424,752.47	-
Interest income (Agricultural Development Bank FD)	214,736.33	-
Interest Income (Muktinath Development Bank FD)	5,178,904.06	680,693.31
TOTAL	27,802,842.89	24,661,451.43

Table 62*Statement of Operating Expenditure up to the end of 2080*

Description	Fiscal Year 079/080	Fiscal Year 078/079
Employee Salary Allowance Expenses	77,935,347.60	71,720,920.73
EMIS, विद्युतीय व्य.सु.प्रा खर्च	94,694.00	131,000.00
Internal examination expenses	3,148,403.50	1,946,071.00
इन्धन तथा मोबिल जेनेरेटर मर्मत खर्च	93,850.00	91,540.00
इन्धन खर्च क्याम्पस भ्यान	182,569.00	136,155.00
विद्युत महशुल	796,976.00	602,578.00
शैक्षिक भ्रमण खर्च	-	162,105.00
औषधि उपाचार खर्च	664,044.00	730,824.00
Scholarship expenses	5,018,275.00	2,437,811.00
PRE VIVA, VIVA allowance expenses	1,418,940.00	1,177,500.00
MBA-BF convocation expenses	-	-
शैक्षिक सामग्री खर्च	37,740.00	-
TOTAL	89,390,839.10	79,136,504.73

Table 63*Statement of Administration Expenditure up to the end of 2080*

Description	Fiscal Year 079/080	Fiscal Year 078/079
तालिम, प्रशिक्षण, शिप विकाश तथा अनुसन्धान खर्च	6,903,333.00	6,214,009.00
वार्षिक मुखपत्र / क्यालेन्डर / ब्रोसर छपाई खर्च	109,146.00	253,431.00
दैनिक भ्रमण भत्ता खर्च	801,160.00	586,323.00
वार्षिक उत्सव खर्च	318,417.00	21,567.00
व्यवस्थापन खर्च	617,584.00	509,044.00
स्ववियु निर्वाचन खर्च	257,732.00	-
पुब्लिक क्याम्पस संघ खर्च	22,500.00	-
मसलन्द तथा छपाई खर्च	503,446.00	379,636.00
मर्मत तथा संभार खर्च	741,614.00	1,041,047.00
स्वागत सत्कार खर्च	212,776.00	216,289.00
लेखा परिक्षण शुल्क	56,500.00	50,000.00
रंगरोगन खर्च	196,693.00	656,500.00
Advertising expenses	253,525.00	189,115.00
Newspaper expenses	104,309.00	79,832.00
अफिस फुटकर खर्च	94,193.06	116,519.00
Photocopy expenses	7,650.00	69,819.00
Telephone and Internet expenses	389,303.00	183,530.00
Uniform expenses	502,500.00	525,000.00
Miscellaneous expenses	-	110,603.00
विविध तथा भैपरी आउने खर्च	194,441.00	105,574.00
विश्वविद्यालय स्थापना प्रारम्भिक खर्च	453,525.35	78,120.00
ExtraCurricular activities expenses	193,476.00	209,192.00
Expenditure on student welfare	171,991.00	222,011.00
Office decoration expenses	103,375.00	100,276.00
Insurance expenses	468,643.00	242,093.00
Tie purchase expenses	-	-
International seminar expenses	1,497,415.00	-
Relationship Renewal Expenses	4,000.00	-
Social responsibility spending	40,500.00	-
उद्यमशीलता नवप्रवर्तक खर्च	187,269.00	-
TOTAL	15,407,016.41	12,159,530.00

ANNEX - 1

DEFINITION OF LEVELS

Statements	Description
Bachelor (BBS, BMS, BBM, BBM-A, BBA-FA)	Higher Education Program 4 Years that starts after Grade 12 for students who have passed Grade 12 of HSEB.
Master (MBS, MBS-F, MBA-BF)	Higher Education program of 2 years that runs after Bachelor level for students who have passed Bachelor level examination of University.
M. Phil.	Higher Education program of 1 and half years for students who have passed masters level examination of University
PhD	Advanced course for students who have passed either Master or M. Phil. level.

ANNEX - 2

BRIEF DESCRIPTION OF THE CAMPUS

Lumbini Banijya Campus was formally inaugurated on 20th February, 1982. Initially the campus was run in Butwal Municipality Building at Ward No. 1 to run PCL classes in morning shift. Later B.Com classes were started in 1986 with 42 students in first year. The Campus got approval to run MBS classes in 2001 phasing out the PCL. For its quality in academic field the campus got quality accreditation certificate from University Grants Commission Nepal. After the accreditation, the campus was approved to run BBM under the affiliation of T.U. in 2014 and MBA-BF in 2017 as an autonomous program. Later the Campus was approved to run additional autonomous programs MBS-F, BMS and BBM-A in 2021.

The campus is well equipped with library, e-library, computer labs and all other necessary factors that is required to provide academically sound environment for the students. The Campus is not only dedicated academically but also with field works and research to provide students with practical scenarios of today's business environment.

Mission

The mission of the college is to acquire and develop dedicated, industrious, qualified and socially renowned faculties for delivering quality education to the students. The college will advance the intellectual and social condition of the people of the community and country through the quality program of teaching, research and services.

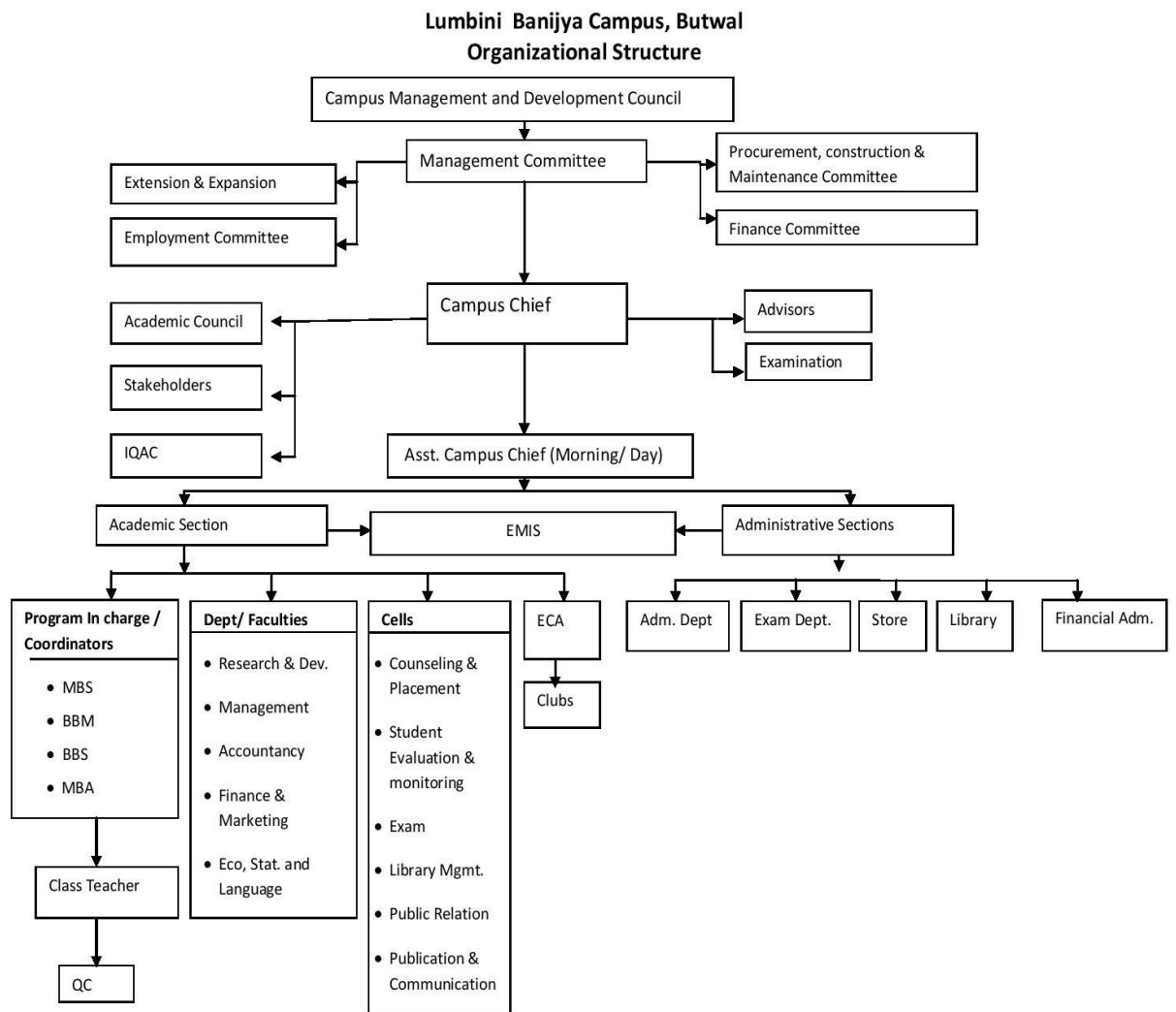
Vision

The college has a vision to develop itself to a renowned community based college with exceptional and outstanding educational opportunities for students. It envisions to be a student oriented college concentrating on research activities to develop academic community. The ultimate vision of the college is to develop it to a Deemed University.

Quality Policy

The objective is to provide quality education to the students according to the demand of society that enables the students to develop problem solving, leadership and team work skills along with value of commitment to quality life, ethical behavior, society and respect for one another.

Structure of the Campus



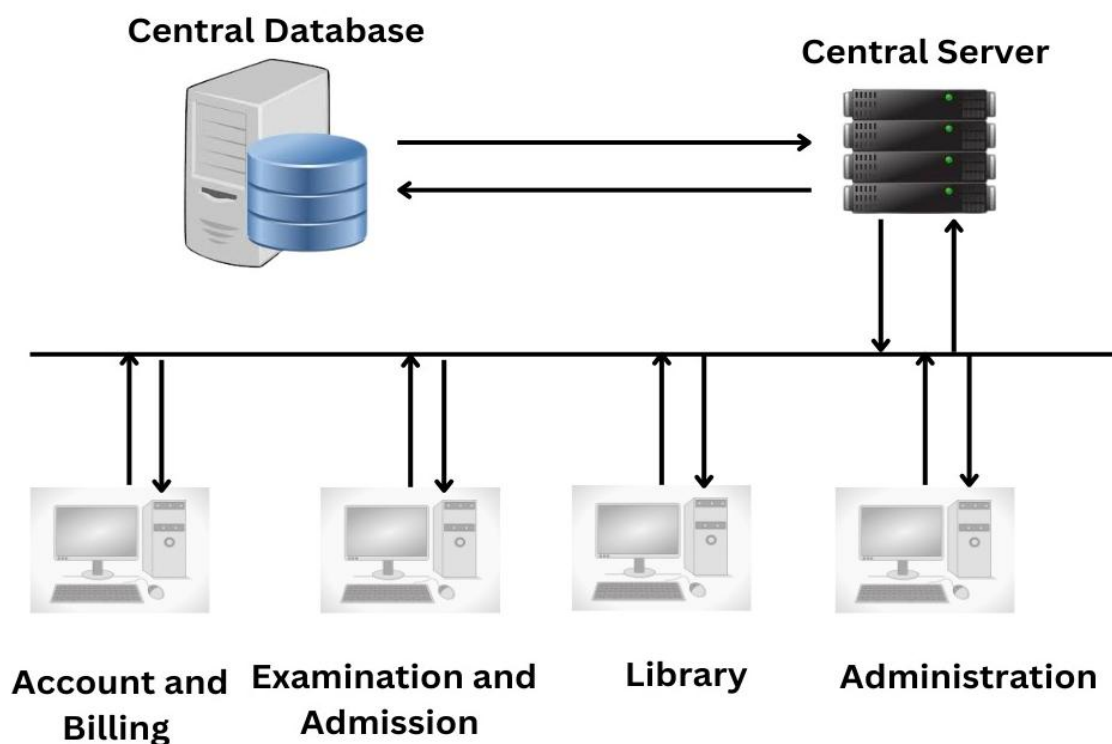
ANNEX - 3

REPORT PREPARATION

To prepare this report, required data were collected from different sources: Faculty, Departments, Cells, Programs, Campus Administration, QAA Unit of LBC, Student Council of the Campus, UGC Nepal etc. The data was mainly extracted from EMIS software of the campus which is used to manage overall data of the campus. The EMIS software is used to entry students' data, library data, examination data and account data to the campus centralized server system. Some other tools used to collect data were survey forms, emails, phone calls, personal visit to sources etc. The collected data were presented in tabular format in spread sheet.

- Those data were inserted into the standard spread sheet format of the campus.
- From spread sheet those data were uploaded to database using database tool.
- From the aggregate Table, summary Tables required to prepare the report was generated
- Those summary Tables were analyzed and interpreted.

Database System of the Campus



ANNEX - 4

PROGRESS OF CLOUD BASED EMIS SYSTEM

According to the agreement reached on the 30th of Jestha, 2080, between Lumbini Banijya Campus, Butwal-11, Devinagar, and Sofwena Pvt. Ltd, Patan Dhoka, Lalitpur, to upgrade the offline EMIS System to cloud-based EMIS (forming an EMIS Web Application and Mobile Application and creating a cloud backup of the database), significant progress has been made in the development side and some data integration work is still ongoing. However, from an implementation perspective, the system is not yet being disseminated to the user and is anticipated to be operational shortly.

The architecture that has been created to satisfy the Campus's EMIS criteria is shown in the accompanying figure. Peer-to-peer connectivity between an on-premises server and software, as well as a cloud backup server that supports mobile and web applications, are displayed in the figure given below.

EMIS Architecture of the Campus

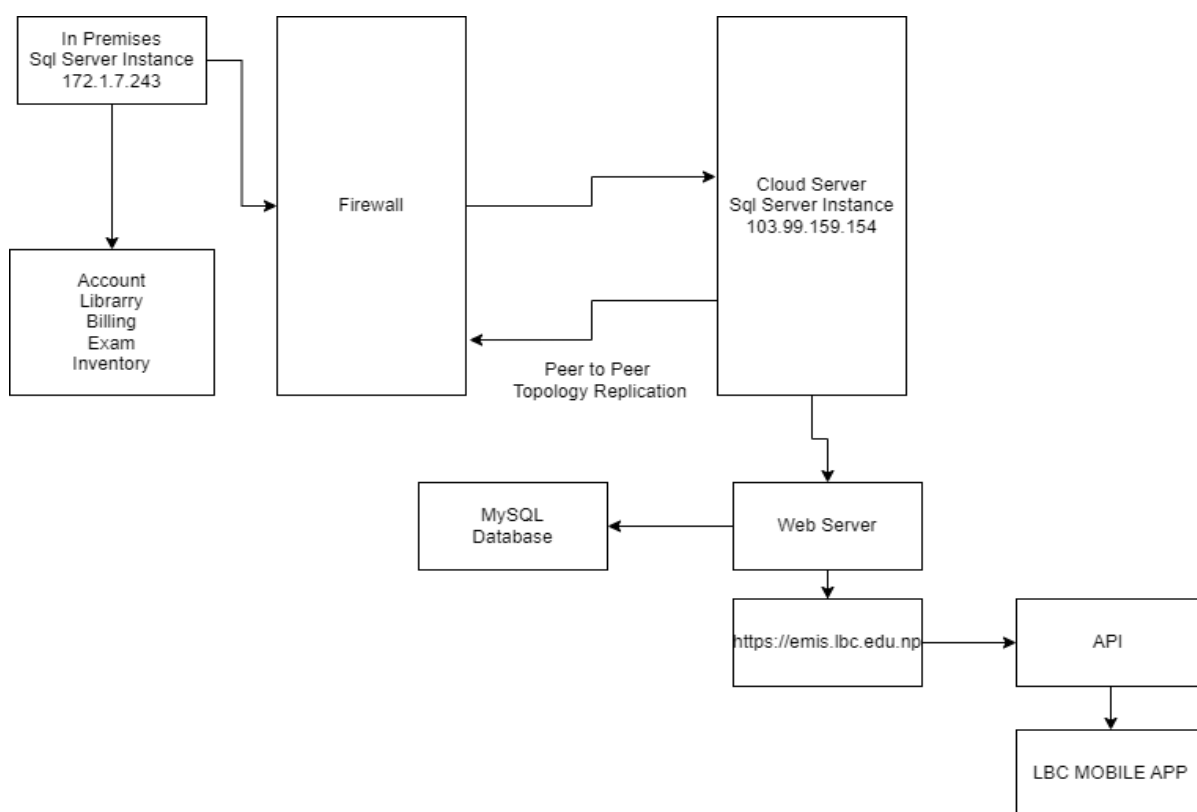


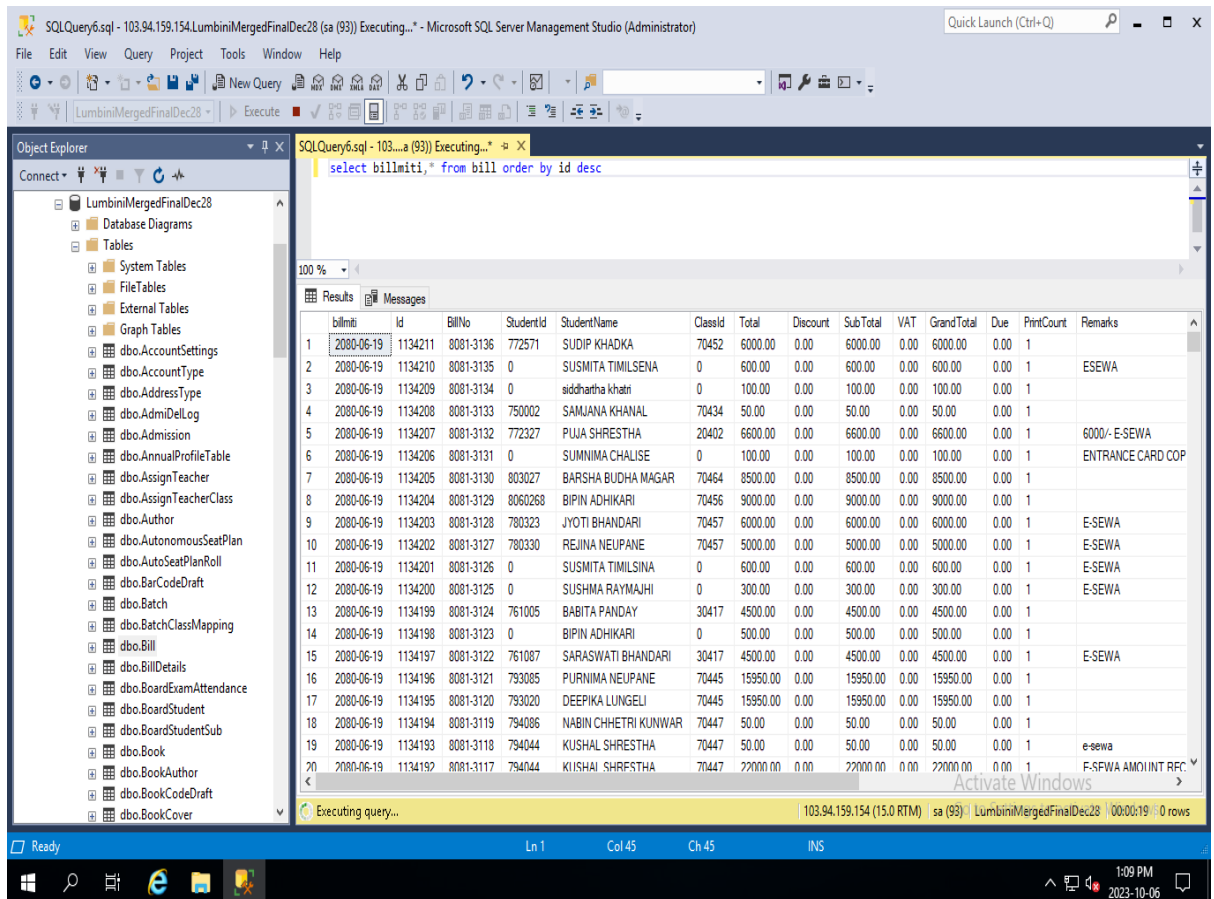
Fig: Architecture Diagram
LBC System

Work Details that has been completed

First Phase:

- Implementation of EMIS Database Cloud backup and replication
 - Hosted by Cloud Himalaya Pvt. Ltd; IP: 103.94.159.154

Database Cloud Backup Server



The screenshot displays the Microsoft SQL Server Enterprise Manager interface. The Object Explorer on the left shows the database structure for 'LumbiniMergedFinalDec28'. The central pane shows a query window with the following SQL query: `select billmiti,* from bill order by id desc`. The Results pane displays a table with 20 rows of bill data. The table has columns: billmiti, Id, BillNo, StudentId, StudentName, ClassId, Total, Discount, SubTotal, VAT, GrandTotal, Due, PrintCount, and Remarks. The data is sorted by Id in descending order.

billmiti	Id	BillNo	StudentId	StudentName	ClassId	Total	Discount	SubTotal	VAT	GrandTotal	Due	PrintCount	Remarks
2080-06-19	1134211	8081-3136	772571	SUDIP KHADKA	70452	6000.00	0.00	6000.00	0.00	6000.00	0.00	1	
2080-06-19	1134210	8081-3135	0	SUSMITA TIMILSENA	0	600.00	0.00	600.00	0.00	600.00	0.00	1	ESEWA
2080-06-19	1134209	8081-3134	0	siddhartha khatri	0	100.00	0.00	100.00	0.00	100.00	0.00	1	
2080-06-19	1134208	8081-3133	750002	SAMJANA KHANAL	70434	50.00	0.00	50.00	0.00	50.00	0.00	1	
2080-06-19	1134207	8081-3132	772327	PUJA SHRESTHA	20402	6600.00	0.00	6600.00	0.00	6600.00	0.00	1	6000/- E-SEWA
2080-06-19	1134206	8081-3131	0	SUMNIMA CHALISE	0	100.00	0.00	100.00	0.00	100.00	0.00	1	ENTRANCE CARD COP
2080-06-19	1134205	8081-3130	803027	BARSHA BUDHA MAGAR	70464	8500.00	0.00	8500.00	0.00	8500.00	0.00	1	
2080-06-19	1134204	8081-3129	8060268	BIPIN ADHIKARI	70456	9000.00	0.00	9000.00	0.00	9000.00	0.00	1	
2080-06-19	1134203	8081-3128	780323	JYOTI BHANDARI	70457	6000.00	0.00	6000.00	0.00	6000.00	0.00	1	E-SEWA
2080-06-19	1134202	8081-3127	780330	REJINA NEUPANE	70457	5000.00	0.00	5000.00	0.00	5000.00	0.00	1	E-SEWA
2080-06-19	1134201	8081-3126	0	SUSMITA TIMILSINA	0	600.00	0.00	600.00	0.00	600.00	0.00	1	E-SEWA
2080-06-19	1134200	8081-3125	0	SUSHMA RAYMAJHI	0	300.00	0.00	300.00	0.00	300.00	0.00	1	E-SEWA
2080-06-19	1134199	8081-3124	761005	BABITA PANDAY	30417	4500.00	0.00	4500.00	0.00	4500.00	0.00	1	
2080-06-19	1134198	8081-3123	0	BIPIN ADHIKARI	0	500.00	0.00	500.00	0.00	500.00	0.00	1	
2080-06-19	1134197	8081-3122	761087	SARASWATI BHANDARI	30417	4500.00	0.00	4500.00	0.00	4500.00	0.00	1	E-SEWA
2080-06-19	1134196	8081-3121	793085	PURNIMA NEUPANE	70445	15950.00	0.00	15950.00	0.00	15950.00	0.00	1	
2080-06-19	1134195	8081-3120	793020	DEEPIKA LUNGELI	70445	15950.00	0.00	15950.00	0.00	15950.00	0.00	1	
2080-06-19	1134194	8081-3119	794086	NABIN CHHETRI KUNWAR	70447	50.00	0.00	50.00	0.00	50.00	0.00	1	
2080-06-19	1134193	8081-3118	794044	KUSHAL SHRESTHA	70447	50.00	0.00	50.00	0.00	50.00	0.00	1	e-sewa
2080-06-19	1134192	8081-3117	794044	KUSHAL SHRESTHA	70447	22000.00	0.00	22000.00	0.00	22000.00	0.00	1	F-SFWA AMOUNT REC

Second Phase:

- Development of EMIS Cloud based operation (Development of EMIS Web Application (<https://www.emis.lbc.edu.np>) and Mobile Application)
 - Online Application System: Accessible from Web Application
 - Online Library Access and see the history (OPAC): Accessible from Mobile Application
 - Result publish and search by students: Accessible from Mobile Application
 - Online Teacher Mark Entry: Accessible from Web Application
 - Efficient username and password system for students and teachers: Accessible from both Web Application and Mobile Application
 - Registration and Admission Online Module: Accessible from Web Application
 - Attendance recording and reporting of teacher
 - Attendance recording and reporting of students
 - Coordinators and teachers activity module recording and reporting
 - Learning materials module
 - All reporting and operation, and data access on web

As of today, the entire framework has been developed and integration of data is in the verge of completion. The complete integration of the data is expected to be complete shortly. As soon as the complete integration is done, the Web Application and Mobile Application will be put forth in use for the users.

Screenshots of Web Application

Web Application Login page

LBC EMIS

Username

Username

Password

Password

☐ Remember Me

Login

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Web Application Homepage

LUMBINI BANIJYA CAMPUS

LUMBINI BANIJYA CAMPUS

HR & PAYROLL

- Dashboard
- Operation
- Settings
- Reports

LIBRARY

- Dashboard
- Operation
- Report

RECEPTION

- Dashboard
- Operation
- Settings
- Reports

CO-ORDINATOR

- Operation

TEACHER

- Operation

May 2024

आइतवार	सोमवार	मङ्गलवार	बुधवार	बिहिवार
23	24	25	26	27
	5	6	7	8
30	31	01	02	03
	12	13	14	15
06	07	08	09	10
	19	20	21	22

WELCOME: JAKE

- MY PROFILE
- CHANGE PASSWORD
- ACTIVITY LOG
- AUDIT LOG
- USER MANAGEMENT

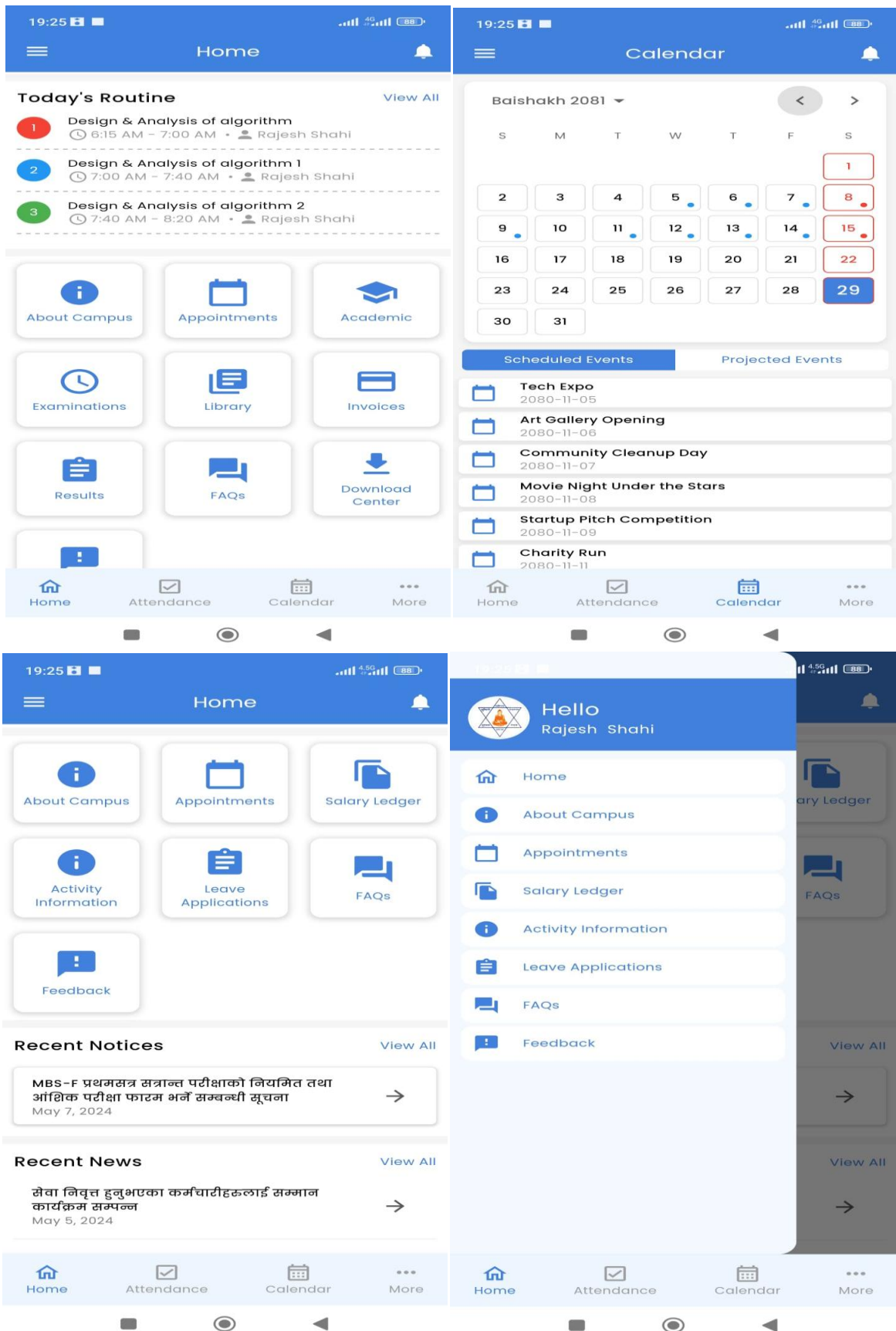
MY LEDGER

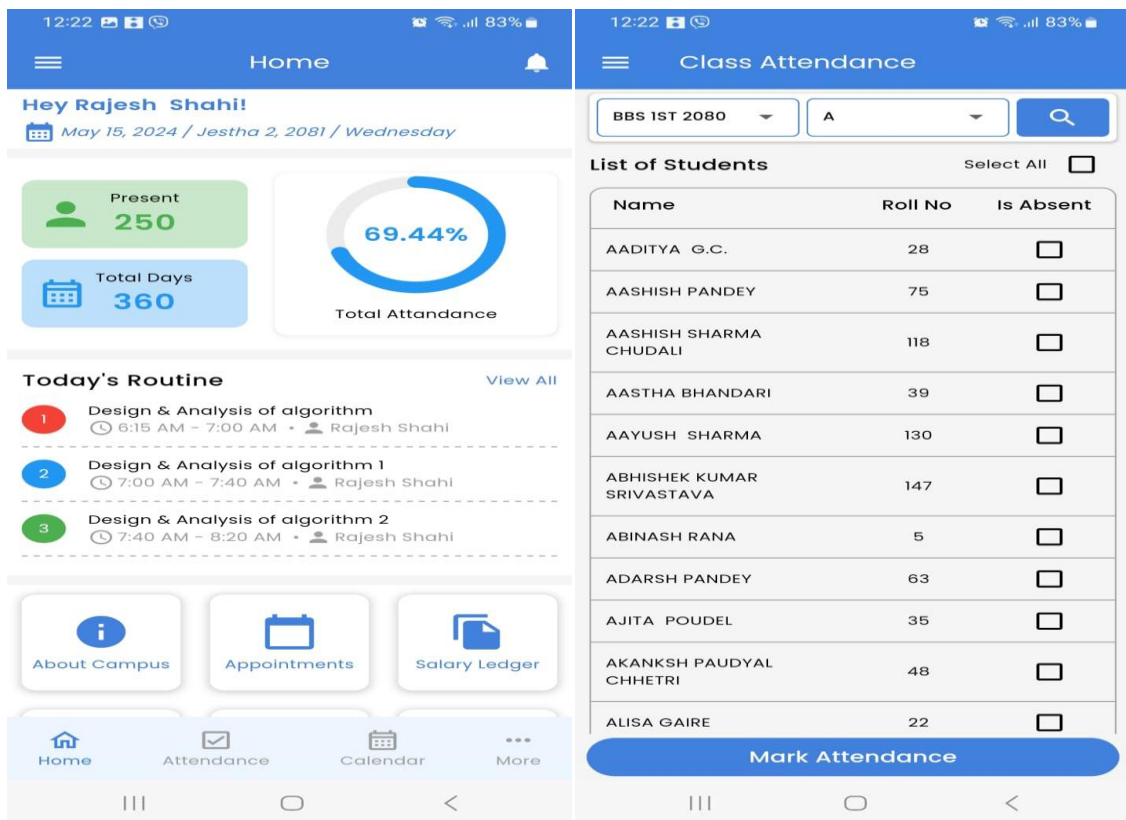
- SALARY LEDGER
- FUND LEDGER
- TDS LEDGER
- ATTENDANCE

LOGOUT

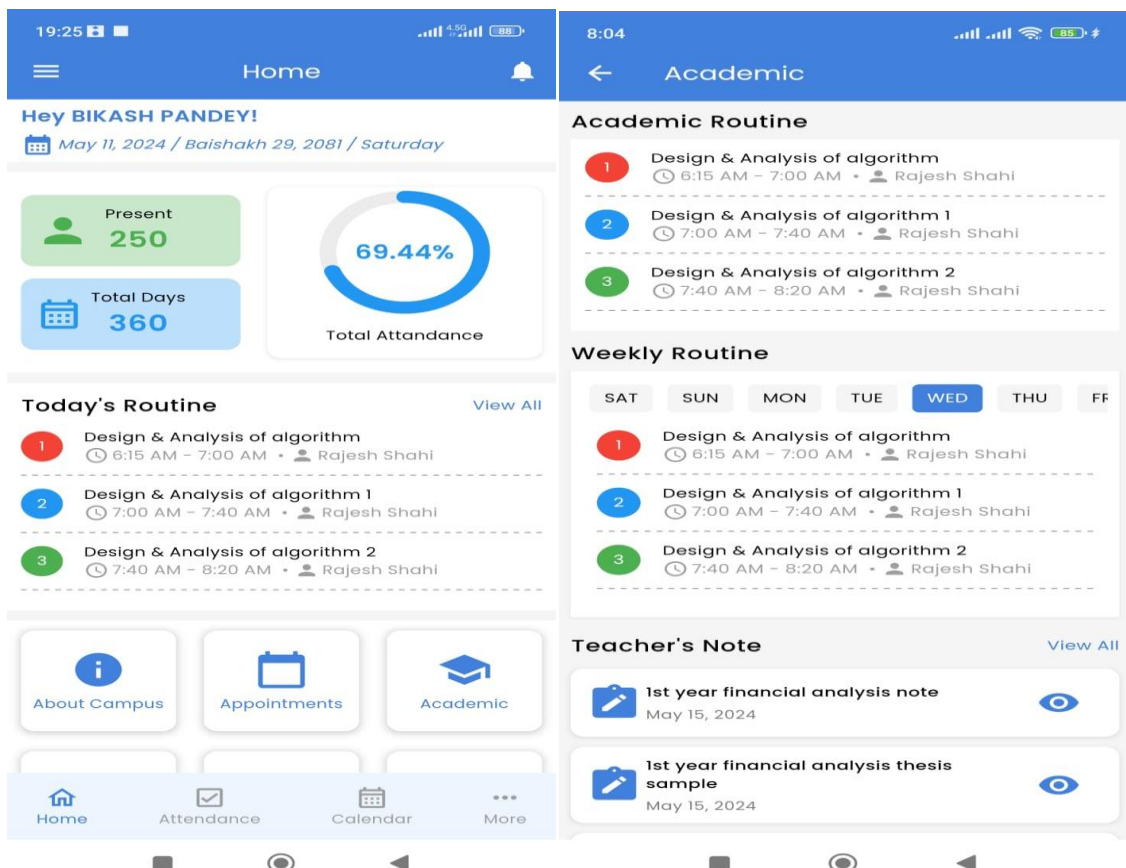
- LOGOUT

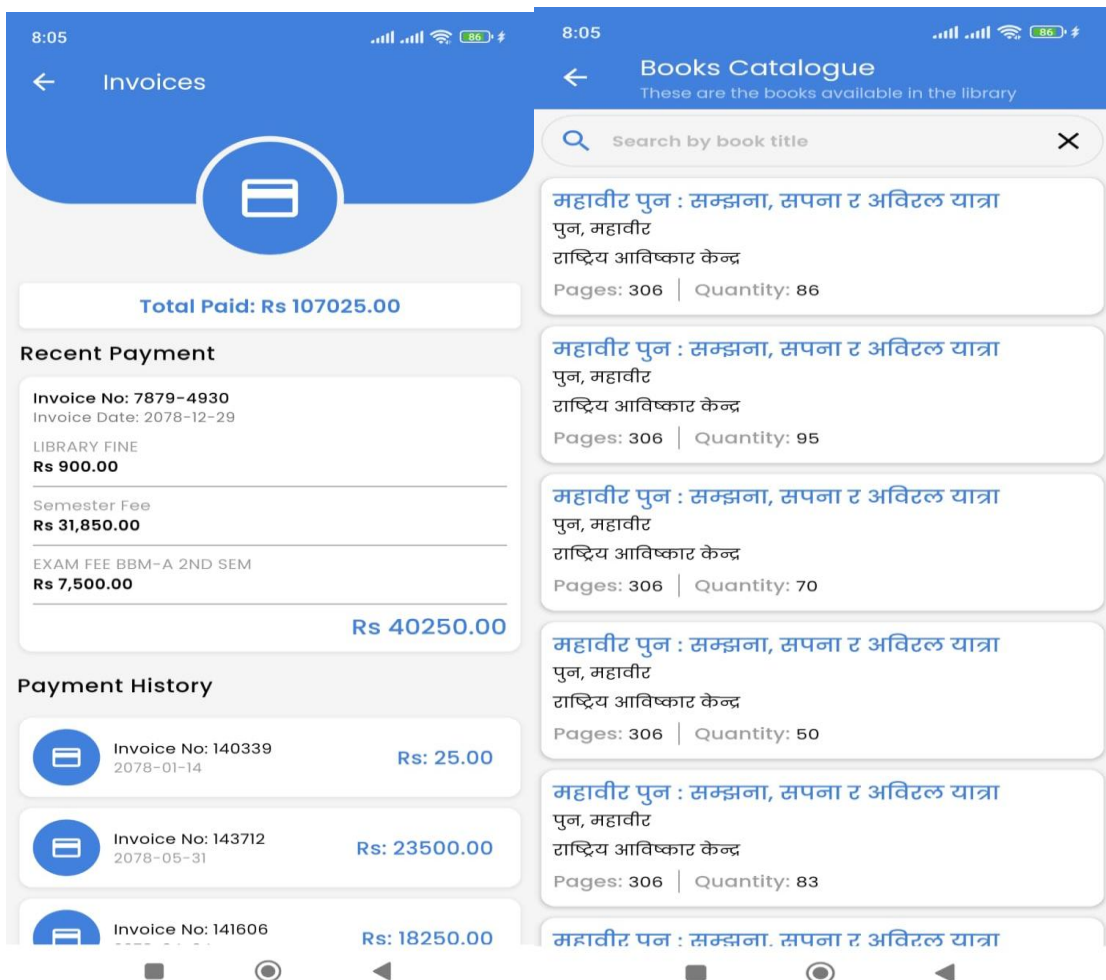
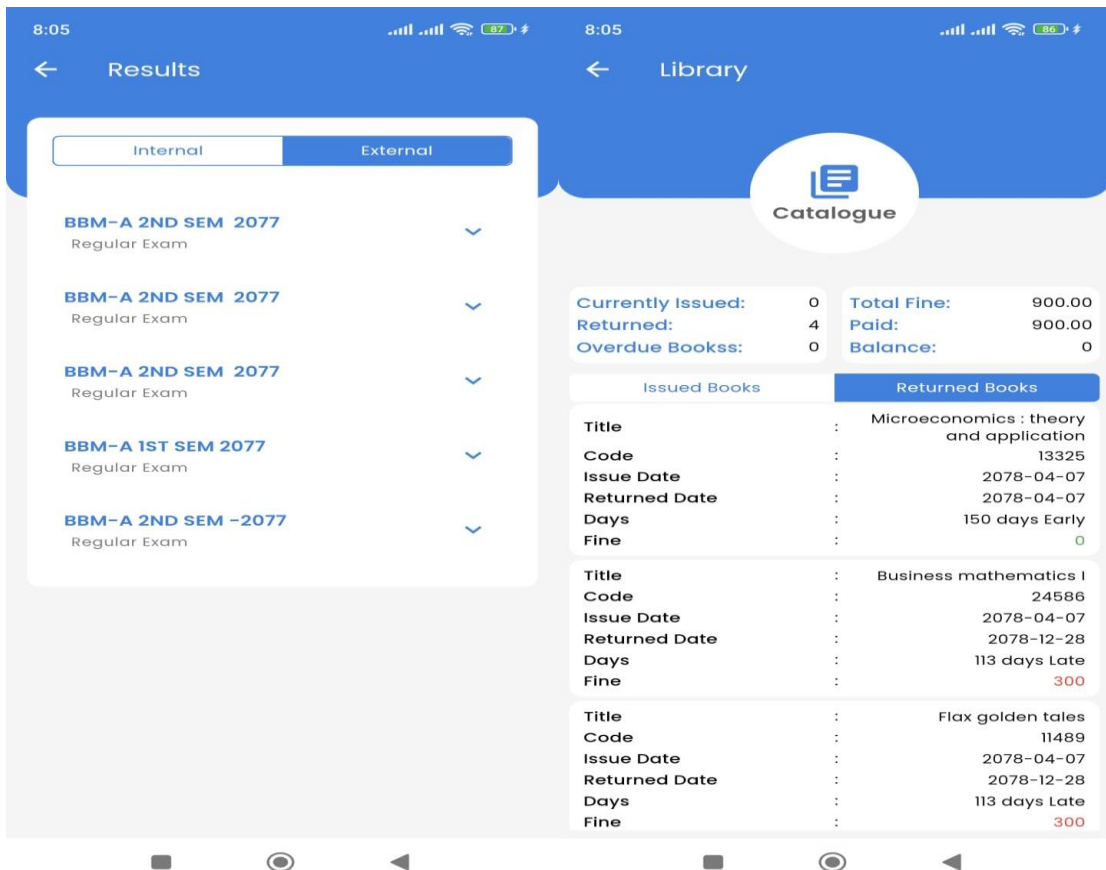
Screenshots of Mobile Application from Faculties View





Screenshots of Mobile Application from Student View





ANNEX - 5

TEACHING AND NON TEACHING STAFF DETAILS

Teaching Staffs

S.N	Code	Name	Gender	Position	Designation	Job Type
1	138	Dr. Tara Prasad Upadhyaya	Male	Campus Chief	Professor	Permanent
2	155	Mahesh Prasad Chaudhary Kurmi	Male	Assistant Campus Chief	Assistant Professor	Permanent
3	104	Ramlal Joshi	Male	Member	Associate Professor	Permanent
4	162	Bishnu Joshi	Female	Member	Associate Professor	Permanent
5	145	Rajendra Lamsal	Male	Member	Associate Professor	Permanent
6	167	Bharat Bhusal	Male	Member	Associate Professor	Permanent
7	171	Gopal Prasad Pandey	Male	Member	Associate Professor	Permanent
8	128	Madhav Prasad Nepal	Male	Member	Associate Professor	Permanent
9	143	Rajendra Malla	Male	Member	Assistant Professor	Permanent
10	151	Indra Chapai	Male	Member	Assistant Professor	Permanent
11	148	Maya Acharya	Female	Member	Assistant Professor	Permanent
12	163	Lalit Man Shrestha	Male	Member	Assistant Professor	Permanent
13	146	Madhukar Sharma	Male	Incharge (MBS-F, BBM-A,BMS)	Assistant Professor	Permanent
14	125	Dwarika Prasad Gautam	Male	Member	Assistant Professor	Permanent
15	154	Laxman Prasad Bhandari	Male	Member	Assistant Professor	Permanent
16	142	Bidur Gyawali	Male	Hod, Accountancy	Assistant Professor	Permanent
17	101	Ranjan Gyawali	Male	Member	Assistant Professor	Permanent
18	172	Nawaraj Kharel	Male	Coordinator, ECA	Assistant Professor	Permanent
19	111	Hiranya Panthi	Male	Member	Assistant Professor	Permanent
20	110	Dhan Bahadur Pun	Male	Member	Assistant Professor	Permanent
21	118	Bhagwati Prasad Chaudhary	Male	Director, MBA-BF	Assistant Professor	Permanent
22	124	Dilli Raj Gautam	Male	Incharge (MBS, BBS)	Assistant Professor	Permanent
23	121	Rom Nath Sharma	Male	Hod, English	Assistant Professor	Permanent
24	147	Supuspa Bhattarai	Male	Member	Assistant Professor	Permanent
25	108	Suresh Sapkota	Male	Coordinator, Placement	Assistant Professor	Permanent
26	164	Suraj Acharya	Male	Hod, Stat. & Eco.	Assistant Professor	Permanent
27	102	Pitambar Sapkota	Male	Hod, Research	Assistant Professor	Permanent
28	132	Tulshi Prasad Bhusal	Male	Incharge, BBA-FA	Assistant Professor	Permanent
29	134	Naba Raj Bhandari	Male	Hod, Finance	Assistant Professor	Permanent
30	135	Niraj Gautam	Male	Hod, Mgmt & Mkt	Assistant Professor	Permanent
31	119	Rajesh Shahi	Male	Coordinator, EMIS	Assistant Professor	Permanent
32	120	Mitra Lal Chapagain	Male	Member	Assistant Professor	Permanent
33	153	Puna Ram Ghimire	Male	Coordinator, SAT	Assistant Professor	Permanent
34	161	Sandip Paudel	Male	Member	Assistant Professor	Permanent
35	179	Sandhaya Kafley	Female	Member	Assistant Professor	Permanent
36	150	Meg Nath Khanal	Male	Member	Teaching Assistant	Part Time
37	200	Govind Gyawali	Male	Member	Teaching Assistant	Part Time
38	156	Barun Gnawali	Male	Member	Teaching Assistant	Part Time
39	205	Madhav Kumar Poudel	Male	Member	Teaching Assistant	Part Time
40	178	Sanju Gaire	Female	Member	Teaching Assistant	Part Time
41	992	Bishnu Prasad Bhattarai	Male	Member	Teaching Assistant	Part Time
42	993	Subodh Bhattarai	Male	Member	Teaching Assistant	Part Time

Non Teaching Staffs

S.N	CODE	NAME	GENDER	DESIGNATION	JOB TYPE	TYPE
1	107	Sabita Kumari Shakya	Female	Deputy Administrator	Permanent	Administrative
2	149	Deepak Khanal	Male	Account Officer	Permanent	Administrative
3	136	Laxmi Pokharel (Khanal)	Female	Asst. Administrator	Permanent	Administrative
4	137	Pushkar Bhusal	Male	Head Assistant	Permanent	Administrative
5	106	Deepak Bhattarai	Male	Head Assistant	Permanent	Administrative
6	994	Prasanna Jung Karki	Male	Head Assistant (IT)	Permanent	Technical
7	114	Shyam Kunwar	Male	Office Assistant (IT)	Permanent	Technical
8	116	Jyoti Shrestha	Female	Office Assistant	Permanent	Administrative
9	157	Ujar Bahadur Ghimire	Male	Office Assistant (Electrician)	Permanent	Technical
10	140	Chiranjeevi Gautam	Male	Office Assistant	Permanent	Administrative
11	129	Mohan Paudel	Male	Office Assistant	Permanent	Administrative
12	130	Shivaraj Adhikari	Male	Office Assistant	Permanent	Administrative
13	131	Durga Prasad Aryal	Male	Office Assistant	Permanent	Administrative
14	166	Sadikshya Subedi	Female	Office Assistant	Contract	Health person
15	139	Ratan Giri	Male	Office Helper	Permanent	Administrative
16	165	Man Bahadur Baral	Male	Office Helper	Permanent	Administrative
17	168	Chandra Kumari Shahi	Female	Office Helper	Permanent	Administrative
18	103	Thaman Singh Saru	Male	Office Helper	Permanent	Administrative
19	160	Ganga Bahadur Chhetri	Male	Office Helper	Permanent	Administrative
20	202	Parbati Khamcha	Female	Office Helper	Permanent	Administrative
21	169	Asha Tharu	Female	Office Helper	Permanent	Administrative
22	204	Ghanshyam Banjade	Male	Office Helper	Permanent	Administrative
23	174	Shiv Lal Kafle	Male	Gardener	Contract	Administrative

ANNEX - 6

MECHANISM FOR EMIS (2020 JULY -2025 JUNE)

2.1 To install and upgrade softwares

Activities	Action recommended	Responsible authority	Time frame	Remarks
2.1.1 Installing EMIS Software	Discussion with software provider	Coordinator, EMIS	EMIS has already been installed	
2.1.2 Up-gradation of Existing Software as Per Requirement	Interaction with software developer	Coordinator, EMIS	31 st December, 2020	
2.1.3 Maintaining and Upgrading Websites	A separate website developer is needed	Coordinator, EMIS	15 th December, 2020	Campus is going to admit new IT Faculty.
2.1.4 Online Classes and Evaluation	Virtual classes using Zoom, Google Class rooms, Microsoft Teams, Google Meet, Moodle and through Learning Management System (LMS) are recommended.	Campus Administration	April, 2020	Due to COVID-19 Lockdown

2.2 To maintain and upgrade library records

Activities	Action recommended	Responsible authority	Time frame	Remarks
2.2.1 Searching Comparative Advantage between <i>Libra</i>, <i>Systematic</i> and Other Alternatives	Interaction with software developer and concerned HODs	Coordinator, EMIS	<i>Systematic</i> has been replaced by <i>EMIS of Cross OVER Solutions</i>	
2.2.2 Recording of all Library	Advice from software developer	Coordinator, EMIS	Already done	

Inventories				
2.2.3 New Formation of Library Monitoring and Evaluation Cell	Decision from meeting of teaching and non-teaching staffs	Campus Chief	Completed	
2.2.4 Forwarding Monthly Library Data to EMIS	Soft copy	Head, Library	Monthly	
2.2.5 Reporting to IQAC by Library Cell	Soft copy	Head, Library Cell	Monthly	

2.3 To maintain human resource information system (HRIS)

Activities	Action recommended	Responsible authority	Time frame	Remarks
2.3.1 Assessing existing human resource inventory (quantity and quality both)	Collection of data from different departments	General Administration	Already done	
2.3.2 Identification and approval of human resource need	Decision from board and sub-committee	Member Secretary, Campus Management Committee	Annually	
2.3.3 Maintaining records of recruitment, selection, promotion and retirement	Data entry	Coordinator, EMIS	Regularly	
2.3.4 Maintaining records of human resource performance (accessible to authority only)	Using Peer Appraisal, Self-appraisal and 360 degree appraisal	Coordinator, IQAC	Annually	

2.4 To maintain the records of students

Activities	Action recommended	Responsible authority	Time frame	Remarks
2.4.1 Applicants data and intake information	Data entry using LBC MAT	Head, Examination	Regularly	
2.4.2 Internal evaluation of the students	Attendance, class test, term exam, project work, Presentation, Case study, Flipped class room, GD etc.	Subject teacher, Class teacher and Coordinator	Regularly	
2.4.3 External evaluation of students	Final examination result	Head, Examination	Regularly	
2.4.4 ECA related skills	Formation of clubs and conducting events	Head, ECA and Concerned Clubs	Regularly	

2.5 To maintain campus inventory records

Activities	Action recommended	Responsible authority	Time frame	Remarks
2.5.1 Numbering of electronic devices, furniture, installations and vehicles, buildings and blocks	Assignment to painter	Store keeper	Time to time	Through General Administration

2.6 To maintain record of Governing bodies

Activities	Action recommended	Responsible authority	Time frame	Remarks
2.6.1 Personal information of Campus Council	Developing form and collecting data	Co-ordinator, IQAC	Completed	Through General Administration
2.6.2 Personal information of Campus Management Committee	Developing form and collecting data	Co-ordinator, IQAC	Up to date	Through General Administration

2.6.3 Recording of meetings	Data entry regarding number, date meetings, and members' attendance of all the meetings held	General Administration	Regularly	
2.6.4 Recording details of different sub-committees of the board	Data entry regarding number, date , meetings, and members' attendance of all the meetings held	General Administration	Regularly	



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